Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

Welcome to Happy Flower Montessori, McKinney!

Dear Parents,
With great pleasure, we welcome you as a Happy Flower Montessori, McKinney (HFMM) Plano community member!
This Handbook provides information about the school procedures and policies to guide you during the coming year. After reading it carefully, please **SIGN** the Parent Handbook Acknowledgement Form on the last page of this handbook and **RETURN** it to the school office by the first day of class. Keep this handbook handy for your reference throughout the year. If you have any questions or comments, please do not hesitate to contact me by calling our main office at

The effectiveness of our education and your child's personal growth are strongly dependent on candid communication, good understanding, and a high level of cooperation between home and school.
Parents who reinforce the Montessori philosophy at home build a lasting partnership with the school, providing the children with a more harmonious environment to blossom. We are here to help you in your journey to prepare your child for the life ahead.
We are looking forward to partnering with you in your child’s education. Thank you for entrusting us with such an important responsibility.

Cordially,

Rozita Nasirikhajani
HFMM Director
Childcare Administrator

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

Contents

HFMM PARENT'S HANDBOOK
Welcome to Happy Flower Montessori, McKinney!
Contents
LHAPPY FLOWER MONTESSORI, MCKINNEY
- MISSION STATEMENT
- PURPOSE
- OBJECTIVES
- SCHOOL OPERATION
- NON-DISCRIMINATION POLICY

THE MONTESSORI METHOD
- PHILOSOPHY
- CURRICULUM
- LEARNING MATERIALS
- TEACHERS
- NORMALIZATION

ENVIRONMENTS
- INFANT
- PRE-PRIMARY
- PRIMARY

ENROLLMENT
- AVAILABLE PROGRAMS
- WAIT-LISTING
- REGISTRATION
- ENROLLMENT
- ACADEMIC YEAR TUITION
- SUPPLY FEES
- SIBLING DISCOUNT
- PROGRAM CHANGES
- VACATION POLICY
- SUMMER SESSIONS
- INSUFFICIENT FUNDS
- STUDENT WITHDRAWAL
- STUDENT DISMISSAL

PICK-UP & DROP-OFF
- ARRIVAL & DEPARTURE
- LEAVING EARLY
- TARDY

WELL, BEING
- VISITORS
- UNIFORM
- SHOES
- PERSONAL POSSESSIONS
- CHANGE OF CLOTHES
- LOST AND MISUSED EQUIPMENT
- SNAK
- LUNCH
- NAPTIME
- OUTDOOR PLAY
- NURTURING
- DISCIPLINE
- ATTENDANCE, ABSENCE, AND SICKNESS
- MEDICATION
- INJURIES/MEDICAL EMERGENCIES
- MINOR ACCIDENTS
- HEARING/VISION AND UPDATED **IMMUNIZATION RECORDS**
- CHILD ADVOCACY
- EMERGENCY WEATHER
- EMERGENCY RELOCATION

DRILL LOCATION
- SCHEDULED SPECIAL EVENTS
- CLASSROOM CELEBRATIONS
- CELEBRATION OF LIFE
- HONORING BOOK
- HOLIDAYS
- WATER ACTIVITIES
- FIELD TRIPS
- OBSERVATION DAYS

PARENTS
- OPEN DOORS
- CLASSROOM ACCESS
- COMMUNICATIONS
- PARENT/TEACHER CONFERENCES
- PARENT INVOLVEMENT
- SOLICITATIONS
- **PARENT RESPONSIBILITIES:**
  - PROCEDURES TO REVIEW MINIMUM STANDARDS &LICENSING INSPECTION AND HOW TO CONTACT TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY SERVICES
  - PREVENTING AND RESPONDING TO ABUSE, NEGLECT AND EXPLOITATION

OTHER
- PLEDGE OF ALLEGIANCE
- ANIMALS/PETS
- SCHOOL PICTURES/SNAPSHOTS
- TRANSPORTATION POLICY
- INFANT PARENTS AND BREASTFEEDING
- UNIFORM NON-COMPLIANCE
- PARENT'S HANDBOOK ACKNOWLEDGEMENT FORM

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

HAPPY FLOWER MONTESSORI, MCKINNEY

MISSION STATEMENT

Happy Flower Montessori McKinney's (HFMM) mission is to provide an outstanding Montessori educational environment to guide and nurture each child to reach his/her full academic, social, emotional, physical, and spiritual potential. The intended outcome is seeding a child who will grow into an independent, self-assured adult, ready to undertake life's challenges.

PURPOSE

HFMM aims to provide an ideal learning environment based on the Montessori philosophy of education. Hands-on learning is emphasized throughout the curriculum and achieved by using special materials developed by Dr. Montessori and her followers in a non-competitive yet challenging environment consistent with each child's ability to develop.

OBJECTIVES

HFMM's main objectives are:

- To provide a safe and caring environment for our children.
- To offer the best educational method available.
- To respect each child's individuality.
- To instill ethical and moral values in our children.
- To ensure our children's needs are fulfilled, and rights are respected.
- To help parents better understand the Montessori Method.
- To allow parents opportunities to participate in their child's education.
- To be recognized as the best Montessori institution in the DFW metroplex.

AFFILIATION

HFMM is committed to securing and maintaining the American Montessori Society Code of Ethics and is affiliated with The International Montessori Council.

SCHOOL OPERATION

Happy Flower Montessori, McKinney is open Monday through Friday, from 6:30 a.m. to 6:00 p.m., August through May, our academic year, and June and July as summer sessions, according to the Annual School Calendar. HFMM is located at 3801 Alma Rd, McKinney, TX 75075

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

NON-DISCRIMINATION POLICY

HFMM does not discriminate based on gender, race, color, religion, or national or ethnic origin in admittance, education, or other administrative policies and extends to all the rights, privileges, Programs, and activities generally made available to students at the school.

THE MONTESSORI METHOD

PHILOSOPHY

First introduced in 1908 in Italy by Dr. Maria Montessori, a well-known child psychologist and the first woman doctor in Italy, the Montessori Method of education is a unique and outstanding educational method for children. Montessori education first became available in the United States in New York in 1957 by the pioneer Ms. Nancy Rambus. This educational method has been prevalent in the United States and abroad, especially among families who understand the life-long advantages of early childhood development.

The main objective of the Montessori Method is to harvest human potential by providing an educational environment to promote independence, curiosity, self-discipline, and love for learning within a multi-age classroom.

The most essential characteristic of the Montessori Method is its outcome: children who develop into confident, self-learning, and creative adults, ready to become leaders in their communities.

CURRICULUM

The Montessori curriculum is an individualized program that respects the child's learning abilities. Consequently, the curriculum seeks and fosters the child's potential more efficiently and pragmatically.

The curriculum also assists the children in learning the importance of observation and concentration, which helps them understand advanced ideas and concepts at an earlier-than-usual age. It also fosters in the children a feeling of community, cooperation, and respect for the individual.

The Montessori curriculum is designed for children attending school five days a week. However, children attending part-time programs are not benefiting from this education. Therefore, their progress will not be as effective as that of children who attend full-day, five-days-a-week programs.

HFMM Montessori curriculum is organized into four developmental levels: Infant, Toddler, Pre-Primary, and Primary. The Infant level is a 10-month program, the Toddler is a 6-month

program, the Pre-Primary level is 18 months, and the Primary level is 3 3-year program. You must realize that continuing in the appropriate program throughout your child's entire developmental level will maximize his/her academic, social, and emotional development and aid your child in reaching his/her full potential. Therefore, children who do not attend the appropriate developmental level will not benefit fully from this education. Hence, the school is not responsible for the child's progress. Excluding extenuating circumstances, parents must commit to completing each level their child begins.

LEARNING MATERIALS

The Montessori learning materials are arranged on low shelves accessible to the children in an orderly sequence. They are simple and carefully designed to appeal to children at a given level of development. The teacher presents each material to a child only when the child is ready, as evaluated by the teacher. These presentations are individual or, on certain occasions, in small groups. Each child works on a selected material, providing a centered learning experience to grasp a specific skill or concept. A child is encouraged to repeat the material until he or she has learned a particular skill or concept.

Dr. Montessori has recognized that concrete learning apparatuses make learning much more rewarding. The Montessori learning materials are not the method itself but rather the tools that bring the method about by stimulating the child into learning; therefore, their importance should never be underestimated. Happy Flower Montessori, McKinney is proud to provide the best available Montessori materials to the children.

TEACHERS

Contrary to traditional schooling, the Montessori Method is centered on the activities the children perform rather than on the activities of the teacher in the classroom. Instead of columns without which the structure collapses, the Montessori teachers are obelisks to be emulated, providing safety, guidance, and strength. For this reason, a Montessori instructor is commonly referred to as a guide rather than a teacher.

As the connecting piece between the children and the Montessori materials, the Montessori guides are a crucial component of the Montessori Method. They must be knowledgeable of the significance and objective behind each Montessori material. They must be attentive and sensitive to evaluate the continuous growth of each child to feed them challenging and rewarding activities. They must be compassionate yet disciplined, just and active, creative, and truthful. They must give a child the equilibrium to build the trust and confidence necessary for independence.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

Happy Flower Montessori, McKinney prioritizes the quality of its guides. Each environment (Infant, Toddler, Pre-Primary, and Primary) is headed by a certified Montessori guide. Assistants to the guides are preferentially certified or in the process of obtaining certification.

Happy Flower Montessori, McKinney is also committed to providing professional growth opportunities to all teaching staff.

NORMALIZATION

Normalization is a term the Montessori Method uses to describe a classroom or an individual child as they develop inner discipline, self-assurance, and preference for purposeful activity. A normalized child has the following essential characteristics:

- Love for learning,
- Ability to concentrate,
- Independence,
- Self-discipline,
- Self-motivation,
- Pleasure in working for his or her own sake and
- Ability to work alone.

ENVIRONMENTS

INFANT

The infant environment at HFMM fosters children ages two (2) months through seventeen (17) months, with the development of essential trust where people respond appropriately to the child. The child's communication (nonverbal) of his or her needs is to be loved, respected, and accepted.

Infants learn through their senses. Still new to the world, infants are surrounded by various sensations and impressions. To assist in the normal personality development, we help them make sense of these perceptions while stimulating movement, language, and coordination. They learn by watching and moving freely in the environment.

PRE-PRIMARY

The Pre-Primary environment at HFMM provides children between 18 months and three years with their first experience in a prepared environment. In this environment, the children can explore and develop their language skills by expanding their growing vocabulary and refining gross and fine motor skills. It also provides an excellent opportunity for social interactions. The pre-primary environment, designed to be an extension of the home, allows a young child to grow, develop, and gain independence in a safe, loving, and secure atmosphere.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

PRIMARY

Each primary classroom at HFMM comprises a balanced, multi-age grouping of 3 to 6-year-old children. This environment blends practical life and sensorial activities with social and academic skills.

Children learn the satisfaction of performing activities from daily life, known as Practical Life. These activities are essential to developing order, coordination, concentration, independence, and skills to last a lifetime.

The teachers present the manipulative materials to the children. These materials engage the children in studying one-to-one correspondence, numerals, the decimal system, and basic mathematical operations. They also experience phonics, spelling, writing, language, and reading skills. Geography lessons include puzzle maps, landforms, and the study of different countries. Botany, Zoology, Science, Art, Spanish, Computer, and Music are also integrated into the curriculum.

ENROLLMENT

AVAILABLE PROGRAMS

Happy Flower Montessori, McKinney offers a variety of academic programs, namely, a Half-day Program, a Full-day Program, and an extended-day Program, during which Montessori activities are performed. The Half-day Programs and the two- or three-day programs are specifically designed for parents of toddlers who believe the child will not benefit from a more extended stay in the school. The Montessori programs are scheduled as follows:

OUR PROGRAM HOURS AND TUITIONS

Infant M.T.W.TH. F	7:00 AM	6:30 PM	$275
Pre-Primary (18m-36m) M.T.W.TH. F	6:30 AM	6:30 PM	$265
Primary (3years-5years) M.T.W.TH. F	6:30 AM	6:30 PM	$255
After school M.T.W.TH. F	3:00 PM	6:30 PM	$100
Annual Registration	-	-	$35
Annual Supplies Fee	-	-	$150
Summer Fee, Optional			$200

As per the program days, the child is registered, and students in the Extended Day Program can attend school free of charge during winter and spring breaks, parent-teacher conferences, and in-service days. Students not enrolled in the Extended Day Program can attend the school during these days by request to the primary school office at least one month in advance and upon paying an additional fee (daily fee, according to your child's program**).**

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

Remember that the number of vacancies during winter and spring breaks parent-teacher conferences, and in-service days are limited and allocated on a first-come / first-served basis.

WAIT-LISTING

Parents of children new to HFMM can place their child's name on the school waiting list by filling out a registration form and paying a nonrefundable partial registration fee of $50. When a vacancy in the desired program becomes available, the parents will be invited to register the child, at which time the remaining registration fee is paid.

ENROLLMENT

The following forms, found in the Registration Packet, **must be on file at the school before a child is allowed to attend classes; all BLANKS MUST BE COMPLETED:**

a) Information Card.
b) Tuition Agreement Form.
c) Student Health and Personal History Form.
d) Parent Directory/Picture/Transportation/Water Activities Authorization Form.
e) Release Authorization Form.
f) Emergency Medical Authorization Form.
g) Immunization and Health Statement Forms (T.B. testing or immunization is not required). We do require all state-mandated immunizations.
h) Parent Handbook Acknowledgement Form.
i) Enrollment Form.
j) Vision and Hearing Screening for children turning four by September 1st.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

ACADEMIC YEAR TUITION

HFMM's enrollment is considered a contractual obligation for the entire academic year, i.e., ten calendar months from August through May. Three tuition plans covering the academic year are made available by HFMM to interested parents:

- Tuition A: the yearly tuition is paid in a single payment made by August 1st of the academic year for which your child is enrolling. *
- Tuition B: the yearly tuition is paid semi-annually in two equal installments; the first is due by August 1st, and the second is due by January 1st of the academic year your child is enrolling. *
- Tuition C: the yearly tuition is paid in ten equal installments; every installment is due by the 1st of the month, beginning August 1st and finishing May 1st of the academic year for which your child is registering. *

Option for Tuition A, Tuition B, or Tuition C must be made upon enrollment, **and it cannot be changed during the academic year**. Specific values of academic tuition and other fees are found in the tuition and fees schedule provided by the school. ***Tuition A and B discounts will only be given if the student attends school for the total duration of the tuition stipulation, the entire year or semester. Please note that semester tuition is not prorated.**

A **per-day late charge of $15 is assessed in the afternoon on the 5th of the month** tuition is due. After five (5) days of accruing a late charge, the child will be considered withdrawn from the school, and his/her position will be vacated and made available to another child.

For tax purposes, the school provides an end-of-year summary payment statement; the school must request the statement by filling out a form available in the main office by March 31st. Requests made after March 31st may only be honored after the personal federal income Tax Day, April 15th.

SUPPLY FEES

Supply fees are due twice a year for the academic fall and spring semesters. The first (fall) supply fee is due by August 1st, and the second (spring) supply fee is due by January 1st of the academic year in which your child is currently enrolled or at the time of enrollment. **All supply fees are nonrefundable**. Those enrolling during the academic year will have the supply fee pro-rated monthly (over ten months). Specific values of supply fees are found in the tuition and fees schedule provided by the school. Summer supply fees will be added to invoices and billed during each summer session.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

PROGRAM CHANGES

If you need to change your children's program at any time, we require that you complete a Program Change Requests Form, available at the front office. We desire to accommodate all change requests within 30 days, depending upon classroom availability. Tuition will still be due at the original rate on the first of the month. Late fees will still apply for past-due payments. Any price adjustments due to program changes will be billed or credited to your account accordingly.

Occasional changes, such as adding a day outside your regular schedule or adding after-school care for a day, maybe accommodated as classroom availability and staffing allow. Such changes will be billed at a premium rate as detailed in the Tuition and Fees Schedule; please refer to this schedule for further information.

VACATION POLICY

During the academic school year, we don't permit unpaid vacation. Any absence from school must still be paid at your children's standard tuition rate. There will be no exceptions to this policy during the school year. You can enroll your child in one, both, or neither summer sessions during the summer. You will not be charged tuition while your child is out. We will permit one consecutive week of vacation, tuition-free, during an enrolled summer month, with a 30-day written notice.

If you choose to take vacation during the academic year, you must either continue to pay your child's total tuition rate or withdraw your child with a 15-day written notice and re-enroll upon your return. Re-enrollment will require payment of the registration fee listed on the tuition and fees schedule and is contingent upon classroom availability. We cannot guarantee a space in the school or in your child's previous classroom, but we will make reasonable efforts to accommodate.

SUMMER SESSIONS

HFMM offers two independent and special summer sessions: a summer I session in June and a summer II session in July. Specific start and finish dates are indicated in the school calendar. Registration forms and detailed information are available to all HFMM children during March.

Children attending HFMM will be given priority in registering for their chosen summer session(s) by submitting a registration form by April 25th. Vacant positions for the summer sessions, if any, will be made available to children new to HFMM after April 25th by submitting a registration form and a nonrefundable deposit (to be applied to your invoice for summer tuition).

Each summer session carries a one-month tuition payment following Tuition C, as determined in the school tuition and fees schedule. Tuition is due by June 1st for the summer I Session and by July 1st for the summer II Session**. A per-day late charge of $15 is assessed after each session's fifth of the month.**

After five (5) days of accruing late charges, the child will be considered withdrawn from the summer session, and his/her position will be available to another child.

Each Summer Session is also assessed a supply fee. All supply fees are nonrefundable. Specific amounts for supply fees will be given to the parents, together with the registration form for the Summer Sessions.

Field trips: During the summer sessions, HFMM takes children on two field trips (children three years old or older only). The information for these trips is sent home along with a transportation release form. Children will only attend our field trips if we have the release form on file. Children not attending the trips will remain at school in another classroom.

INSUFFICIENT FUNDS

There is a $35.00 charge for any check returned to HFMM without payment. After two returned checks, payment must be made via money order or a cashier's check only, and no personal checks will be accepted for the rest of the academic year.

STUDENT WITHDRAWAL

The HFMM Montessori program consists of four stages, namely, the one-year Infant Montessori Program, followed by the Toddler Montessori Program, then one year of Pre-Primary, followed by three years of Primary Montessori Program. The full benefit from each program requires attendance throughout the entire program period. Parents must acknowledge that this long-time commitment is essential to achieving the school mission. Therefore, students who withdraw from the school before completing a program will lack complete Montessori experience. Such an action, which could hinder the child's academic progress, should be carefully considered by the parents/guardian.

The annual operation of the school counts on the tuition of all the students registered at HFMM. **Therefore, we must have thirty 15 days' advanced written notice for you to withdraw your child from our program.** Parents/Guardians are financially responsible for paying the tuition and fees incurred until the completion of these thirty days. Furthermore, the school will withhold the student's transcript until any balance is paid in full.

STUDENT DISMISSAL

All children are accepted on a provisional basis. The first eight (8) weeks of school are considered the normalization period. Most children adjust to the school environment during this period.

However, a particular child may need to adjust to the Montessori environment. If this occurs, and if, in the judgment of the Director, the child is not benefiting from the Montessori experience and the child is disturbing the class, the parent may be asked to withdraw the child from the school. In this case, the

annual tuition will be prorated, and only the part covering the period of the school year attended by the child will be retained by HFMM, with the rest refunded to the parents/guardian.

Additionally, a child may be asked to withdraw from the school if, in the opinion of the Director, the policies and procedures of HFMM are consistently and continually disregarded. This includes, but it is not limited to, chronic tardiness and ignoring uniform standards. In this case, tuition is not refunded.

PICK-UP & DROP-OFF

ARRIVAL & DEPARTURE

If your child is attending the HFMM "Before School" Program (7 am – 8.30 am), you must park your car in the school in the designated parking area (**Parking Lot**) and bring your child into the school to **CLOCK** him/her every day.

Children not enrolled in the HFMM "Before School" Program should be driven through the carpool line and handed to the attending staff at the school's front door. Carpool for all age groups runs from 8:30 a.m. to 8:45 a.m. Please have your child ready to be received by the staff to ensure a smooth traffic flow. The midday carpool line runs from 11:45 a.m. to 12:00 p.m., and the afternoon carpool line runs from 2:45 p.m. to 3:00 p.m. for pick-up of your children. These carpool schedules will be strictly followed.

The Carpool Lane runs in the north direction. If you need to come into the school, we ask that you park in the designated parking area. **Cars parked in the Fire Lanes or the Carpool Lanes are subjected to towing at the owner's expense. Never Park your car in front of the school and leave your vehicle.**

Children brought to the school outside the carpool time must be walked into the school to be checked in by a staff member at the front office. The HFMM attending staff will walk the child to his/her classroom. If you choose to walk your child to his/her classroom, please refrain from going inside the school and interrupting the routine. It is not time to have a conversation with your child's teachers! Also, you may bring a light breakfast with your child if they participate in our Extended School Program and arrive before 8:15 a.m. After 8:15 a.m., any food sent with your child will be put away for a snack or lunch.

Children must be picked up promptly. A child attending the HFMM Extended School Program must be picked up by 6:00 p.m. HFMM staff appreciates your promptness. **Parents picking up children after 6:00 p.m. will be assessed a late fee as described in the tuition and fees schedule, to be collected by the staff member upon the child's release. This late fee is $3.00 per minute.**

Please notify the school office immediately if you cannot pick up your child on time. Prior notification allows the school staff to move your child to a classroom as appropriate.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

Dear parents, we want to remind you that our morning cut-off time for arrival is 9:00 am. Children must arrive before the start of the educational portion of the program to minimize disruptions and ensure a smooth transition into the learning environment. Consistent routines are crucial in preparing children for the transition to kindergarten, and punctual arrival helps set a positive tone for the day. Your cooperation in adhering to the 9:00 am cut-off is greatly appreciated, as it contributes to our program's overall success and your child's readiness for future educational milestones. Thank you for your understanding and support.

CCMS, CCA support plan:

We encourage you to keep an open line of communication regarding any aspects related to your child's enrollment in our CCMS program. Your insights into your child's needs, preferences, or any specific challenges they may be facing will enable us to provide the best possible support and tailor our program to meet individual requirements. Your proactive information sharing helps us create a nurturing environment where your child can thrive. Thank you for partnering with us in your child's educational journey."

Parents reflecting roles.

"Dear parents, Happy Flower Montessori, McKinney, we recognize and celebrate families' invaluable role in children's growth and development. Your influence is fundamental to their well-being, shaping their values and fostering a sense of belonging. We believe in the strength of collaboration between families and our program, creating a partnership that enhances the overall experience for your child. Your insights, involvement, and support contribute significantly to the positive and nurturing atmosphere we aim to provide. Together, we can create a foundation for lifelong learning and success. Thank you for being an integral part of our community."

Children's safety is paramount to HFMM. If there are any changes in your everyday carpool arrangements, please notify the school by calling the main office in advance and sending a note of authorization with the full name and driver's license number of the person authorized to pick up your child. Children will be released only to authorized persons. In an emergency, a parent can fax a signed note to the office with appropriate instructions, followed by a phone call to the main office to confirm the instructions. All release authorizations must be in writing; verbal authorizations cannot be accepted.

TRADY

Children are expected to be in their classroom on time to maximize the learning opportunities provided to them. Tardiness and irregular attendance break the learning cycle and affect the child's emotional well-being. Missing even a half-hour of school a day deprives the child of a few days of work a month. Children learn by example. Hence, it is fundamental that a routine of being on time be established as soon as possible. Parents of children who are consistently tardy to class will receive a warning phone call from school staff. If the tardiness problem persists, a conference will be scheduled and held to discuss the situation further. If the tardiness problem continues, the child may be required to withdraw from the school. All ages start at 9:00 a.m.

VISITORS

All visitors to HFMM, including parents and family members, must check in at the school office upon arrival to obtain a visitor tag. This tag must be constantly worn while within HFMM premises. Individuals found within the school premises without proper identification will be asked to leave and reported to the primary office and the authorities when necessary. This procedure ensures the safety of our students and staff.

When delivering any material to a child, a parent must bring the material to the HFMM front office and request staff to provide the material to the appropriate classroom.

Custody and Visitation Issues

HFMM complies with valid court orders and parenting agreements regarding custody and parenting time. We wish to remain a neutral party when divorced/unmarried parents share parenting time. Children will only be released to a person, including a parent or relative, if you have given written authorization to allow the person to take the child out of the center or if there is a court order authorization the person to take the child out of the center. We require a valid subpoena before providing copies of any records for use in any court proceedings.

UNIFORM

Not only are uniforms convenient for parents, but they can also be more economical over time. Moreover, as children grow up, uniforms help eliminate distracting comparisons and competition based on their dress.

The mandatory general HFMM uniform consists of a mix and matches of different styles. Shorts and pants with polo shirts for the boys. Jumper with a white blouse, skirt, pants, or shorts with a polo shirt for the girls.

For the Pre-Primary and the young Primary children (3 and 4 years old), the shorts and pants will have an elastic-band waist (no buttons or belts) to encourage self-sufficiency with toilet routines and training. The older children are required to wear belts with the pants and shorts.

At the end of the school year, parents can sell the gently used uniforms to other parents and purchase gently used ones for the following year. A reminder note with information will be sent home in May.

Label all garments, particularly those a child is most likely to take off in school, especially sweaters, coats, raincoats, gloves, mittens, and hats. Montessori children are encouraged to be responsible for their garments. They may become frustrated or upset when they cannot recognize their possessions.

SHOES

HFMM students must wear athletic shoes with the support and flexibility needed for proper development and safety. Therefore, sandals and dressy shoes will not be allowed. **The shoes must be entirely white with no decorations or lights.** Toddlers and younger Primary children are permitted to wear shoes with Velcro. Do not forget to label your child's shoes as well!

PERSONAL POSSESSIONS

Children should not bring toys, money, lip-gloss, marbles, little pocket objects, watches, jewelry, etc., to the school. These are avoidable distractions. For the young child, we suggest that you have a box in the car where the child can leave these items until after school. If a child does bring an object into the classroom, a teacher will put it in a safe place until the child is ready to go home. However, the **school is not responsible for objects brought to school.** If your child needs to use a product for chapped lips, please send it to the teacher.

Children are not allowed to wear any jewelry or sunglasses for safety reasons.

CHANGE OF CLOTHES

All students are asked to bring a labeled change of clothes appropriate for the season (including socks and underwear) in a labeled Ziplock bag. The change of clothes does not need to be uniform. This will be kept in your child's classroom.

LOST AND MISUSED EQUIPMENT

Any classroom material, no matter how small, which happens to go home with a child, needs to be returned to the class immediately. Please understand that an enthusiastic worker sometimes pockets a bead or a skittle and needs to remember to return the item to its appropriate place. These items are occasionally irreplaceable; returning them to school is important. Moreover, any material misused by a child will be sent home with a note for replacement; this policy helps the children learn to be responsible for the material and equipment available.

Food Program

1. Our KidKare Sponsor food program at Happy Flower Montessori ensures your child receives well-balanced meals, including various proteins, fresh fruits, vegetables, carbohydrates, dairy, and ample hydration.
2. We are dedicated to your child's well-being, understanding that a nutritious diet is essential for growth and development, extending our commitment beyond education.
3. Please inform us of any specific dietary requirements or preferences your child may have as we strive to accommodate individual needs.
4. Your trust in Happy Flower Montessori is valued, and we are committed to providing a safe and nurturing environment for your child's learning journey**.**

SNACK

A nutritious, light breakfast, lunch, dinner, morning, and evening snacks are offered to the children daily. The morning snack, integrated before the Montessori curriculum, is from 7:00 am to 9:00 pm. During snack preparation, they learn several useful skills, such as spreading, cutting, and slicing, among others. The students will be provided with two wholesome afternoon snacks as well.

LUNCH

A nutritious lunch is essential for your child's concentration and well-being; we serve lunch from 11:30 am to 12:30 If you choose to send a lunch from home, please keep good nutrition in mind and do not send any food or drinks containing excessive sugar (cakes, cookie, candy, gum, soft drinks, etc.) Also, please refrain from sending frozen meals or canned items. We are happy to reheat children's lunches but cannot cook them. Also, please label your child's lunchbox and all utensils in it.

HFMM is a Nut-Free School; therefore, do not bring any nut products to the school in your child's lunchbox.

NAPTIME

Infants, toddlers, and Pre-Primary children nap in their classroom. Children under four will be offered a naptime from 12:30 to 2:30 p.m. Children in the Primary classroom will go to the nap room after lunch**.** The Infant and Pre-Primary children will nap in their classrooms. The older children will also have a rest period of half an hour after lunch in their classrooms. Children's individual physical needs are always respected. If a child awakens before the end of the naptime, she or he will participate in an alternative quiet activity until the naptime is over for the other children; please provide a clean blanket and sheet for naptime and take them home on Fridays for washing.

SAFE SLEEP POLICY

Infants under 12 months dress up with arm and neck openings sized appropriately for a safer fit. Nap stuff/clothes must be warm enough. Infants overheating is a side risk. Babies will be put on their backs and sleep alone on a firm surface with a tight-fitting bottom sheet. We don't put babies in Bouncers, swings, or. Saucers. Soft toys or blankets are not allowed to be used in the crib.

OUTDOOR PLAY

Two outdoor playtimes during school hours and one outdoor playtime after school hours are regularly scheduled at HFMM. Please check your child's daily schedule for times. These activities take place weather permitting. Please send the appropriate garments to your child. HFMM cannot make special arrangements for your child to stay inside, as the state mandates the school to maintain a minimum teacher/student ratio. Therefore, ensure your child is appropriately dressed to go out every day. If your child is too sick to go outside, perhaps your child is too ill to come to school. If you have a child with Upper Respiratory problems, we will make special arrangements upon receiving a proper note from your child's physician. Please do not request that your child stay indoors per the Texas Department of Family and Protective Services. HHSC, children too sick to go outside should not be at school.

If the weather does not permit, we also have an indoor playground for Zumba activities and much more.

Please apply Sunblock/Mosquito repellent/Ointment to your child in the morning before sending them to school; if caregivers need to apply, parents must fill out the consent form to apply Sunblock/Mosquito repellants or ointments.

NURTURING

Teachers and staff can hug the children as a show of affection.

When providing nutrition education and procedures for a Montessori program catering to children aged six weeks to 12 Y, it's essential to consider age-appropriate strategies that align with Montessori principles. Here are some general guidelines we are following in our Montessori School:

1. Hands-On Learning:
   - Emphasize hands-on experiences where children actively participate in preparing simple, healthy snacks.
   - Use child-sized kitchen tools to promote independence and fine motor skills.
2. Gardening Activities:
   - Introduce gardening activities to teach children about the origin of food.
   - Planting and caring for vegetables and herbs can be integrated into the curriculum.
3. Healthy Food Choices:

- Teach the importance of a balanced diet that includes fruits, vegetables, whole grains, and proteins.
- Discuss the benefits of different food groups for growth and development.

4. Food Tasting and Exploration:
- Organize food-tasting sessions to encourage children to explore new flavors and textures.
- Discuss the sensory aspects of food, such as color, smell, taste, and touch.

5. Mealtime Etiquette:
- Incorporate lessons on mealtime etiquette, emphasizing the social aspects of sharing meals.
- Teach children the importance of sitting together, using utensils, and conversing politely.

6. Storytelling and Education:
- Use storytelling to educate children about the nutritional value of various foods.
- Incorporate age-appropriate books and stories that promote healthy eating habits.

7. Cultural Awareness:
- Introduce children to diverse cuisines and cultural food practices to foster an appreciation for global food diversity.

8. Nutrition-themed Activities:
- Plan nutrition-related activities, such as creating food pyramids or charts that showcase different food groups.
- Conduct simple experiments or demonstrations to explain concepts like digestion.

9. Parent Involvement:
- Involve parents by sharing nutrition tips and providing resources for creating healthy meals at home.
- Organize workshops or events where parents and children can participate together.

10. Age-Appropriate Language:
- Use language and concepts suitable for each age group, adapting explanations based on developmental stages.

Remember that the Montessori approach values independence, self-directed learning, and exploration. Incorporating these principles into nutrition education can create a positive and engaging learning environment for children in the Montessori program.

DISCIPLINE

Parents will be informed of any disciplinary concerns. Communication is paramount to building a consistent framework for teachers and parents to work together, encouraging the child to develop self-discipline and acceptable behavior. The parents must support the disciplinary actions taken by the HFMM staff. In case of concerns, the parents are urged to contact the teacher and, if necessary, the school Director.

The following steps will be taken for disciplinary reasons:

1- Written and verbal teacher notification of concern to the parents
2- Teacher/Child conference
3- Teacher/child/Director conference
4- Teacher/Parent/Director conference
5- Written notification of a two-week probationary period to the parents
6- If the undesired behavior continues, a final letter will be sent to the parents stating that the student is dismissed from HFMM.

HFMM policy about children biting other children will be evaluated case-by-case. No tuition refunds are made for dismissed or withdrawn students for disciplinary reasons.

HFMM uses positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include using praise and encouragement words, reminding a child of behavior expectations, redirecting behavior, using brief supervised separation (thinking chair), and giving the children choices of behavior ("happy choice or sad choice").

HFMM staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child. Research has shown that positive guidance teaches children skills that help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. HFMM reserves the right to terminate care for the child for discipline problems at any time.

ATTENDANCE, ABSENCE, AND SICKNESS

Regular school attendance is essential to achieve continued and lasting educational progress. If, for any reason, a student will not be attending a regular school day, the parent should report the absence to the school between 9:00 a.m. and 9:30 a.m.

Even though HFMM understands that exceptional circumstances arise, the school does not refund tuition for missed classes.

If your child's illness extends beyond a month, you may choose to withdraw your child from the school. You may re-register the same child subsequently without paying a registration fee, provided there is an opening at that time. All outstanding tuition and fees at the time of withdrawal must be fully paid for re-registering consideration. Re-registering placement is determined by available openings in the student's original class. If no such opening exists, the parents will be offered appropriate alternatives.

Children who are ill should not attend preschool. HFMM observes the standards set by the Texas Department of Family and Protective Services for ill children. The most common standards for exclusion are:

1. Illness that prevents the child from participating in childcare activities, including outdoor play.
2. Illness results in a greater need for care than caregivers can provide without compromising the other children's health, safety, and supervision.
3. Oral temperature of 101 or armpit temperature of 100. **School regulation requires a child to maintain an average body temperature (below 100 F) for twenty-four hours without medication or fever reducers before the child can be sent to the school.**
4. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrollable diarrhea, and two or more vomiting episodes in 24 hours.

Suppose a child becomes ill while in our care, we will contact the parent immediately. We will care for the child apart from the other children with proper supervision and give extra attention to hand washing and sanitation practices. Parents need to pick up children within 1-hour of notification. In the event of severe illness or injury, or if a parent fails to pick up their child within a reasonable amount of time, HFMM may call for an ambulance at the parent's expense.

Children must not be brought to school when ill, especially when the following symptoms are apparent: diarrhea, bad cough, sore throat, headache, upset stomach, lethargy or drowsy, or running a temperature of 100 degrees Fahrenheit or above.

Bodily fluid cleanup and Hygiene

All HFMM employees adhere to the following procedure for the cleaning of bodily fluids:

- Gloves are worn when cleaning up accidents to avoid contact with bodily fluids.
- Accidental spills disinfected with a freshly made 10% solution of household chlorine bleach in water or with any EPA-approved industrial disinfectant cleaning product.
- People meeting bodily fluid wash their hands immediately.
- Blood-soaked items will be placed in leakproof bags for washing or further disposition; similar procedures are recommended for items contaminated by vomit or fecal or urinary fluids of any child.
- Hand washing with soap and warm water after having had contact with the child's blood or body fluids, including saliva, is mandatory.

If your child has a contagious disease, the school should be notified so all parents can be alerted. For record-keeping purposes, please write a note when your child returns to class stating the reason for his/her absence.

MEDICATION

Please inform your physician that your child is in full-day or part-day school and that you prefer to give medications at home in the morning and evening. Knowing this, many doctors will order longer-acting medications. Limiting medications dispensed away from home prevents medication errors. Please remember that HFMM is designed for **children well**.

School personnel cannot and will not administer over-the-counter drugs or aspirin to any child unless the child's physician provides a prescription. If your child is required by a physician to take **prescription medicine** during the school day, the following procedures must be followed:

1- Medication must be sent to the school in a prescription bottle with the doctor's instructions printed on the front label.
2- Parents should take the medicine to the office and fill out a Medication Form permitting their child to take the prescription medicine. This form must be filled out every week with the school.
3- All medications and medical equipment, including nebulizer machines, must be taken home at the end of each day. HFMM is not responsible for loss or damage to any items left at the school.
4- Emergency medications, such as EpiPen's, may be left at the school at the director's discretion. The parent is responsible for ensuring that any medications left are within their expiration date.
5- Medicine must not be sent in lunch boxes or children's tote bags. If this happens, the school staff will confiscate the medicine.
6- Medication must go home after the last date the medication is administered.

7- Health forms must be completed at the time of enrollment showing any allergies, physical handicaps, a statement of general health, and a current immunization history. These must be updated and kept current.
8- HFMM personnel are not responsible for any allergic or bad reactions from any medicine given at the school, including breathing treatments. We act totally in goodwill and faith, following all directions given by parents for the benefit of the children when administering medicine. Keep in mind that we do not have any medical training. Giving medicine to children under our care is at the parent's own risk.

INJURIES/MEDICAL EMERGENCIES

In case of critical illness or injury that requires the attention of a physician, the school will contact emergency medical services or take the child to the nearest emergency room. We will also give the child first aid treatment or CPR when needed, contact the physician identified in the child's record, and contact the parents as soon as possible.

If a child ingests or meets a poisonous substance, the staff will contact the Poison Control Center

at 1.800.222.1222.

MINOR ACCIDENTS

The wound will be cleaned for minor accidents, scratches, and scrapes, and a sterile bandage will be applied if necessary. Parents will be informed and asked to sign an Incident Report regarding any accidents that may occur.

HFMM staff will make every effort to ensure the safety of your children while in our care. Unfortunately, minor accidents may occur. **We will notify you immediately in case of illness or accident. Parents are responsible for medical expenses that may arise from a minor accident.**

HEARING/VISION AND UPDATED IMMUNIZATION RECORDS

In compliance with Texas State Law, vision and hearing tests will be conducted during the fall/ spring semesters. A note about the cost and exact dates will be sent home before the testing. This service is optional; parents are welcome to bring their pediatrician test to school. However, any child four years and older who does not have a current test on file in compliance with State Law will be required to take this testing when provided at HFMM at the parent's expense. Parents will be notified right away if a problem is detected. **Please remember that it is a state regulation to have this document on our child's file at school.**

Parents are responsible for keeping their children's files updated with the latest shot records, per Texhttp://www.dshs.state.tx.us.immunizeds Act 25TAC chapter 97, sub-chapter B (relating to

Immunization Requirements in Texas Elementary and Secondary School and Institution of Higher Education) httpp://www.dshs.state.tx.us.immunized.

Please make sure to give the school a copy of shot records every time your child or children have/have their yearly check-ups. Failing to complete your child's files will be penalized by a fine of $25.

Collin County does not at present require tuberculin testing for students.

CHILD ADVOCACY

Under the law of the State of Texas, HFMM faculty and staff are required to report any suspected cases of child abuse or neglect. This report will be sent to local law enforcement or Child Protective Services. The Abuse Hotline number is 1-800-252-5400.

EMERGENCY WEATHER

HFMM follows Plano ISD for bad weather days**.** If Plano ISD is closed, then HFMM will be closed as well. Please check your local weather or news channels, as they list all closings for the day due to inclement weather. Please note that HFMM follows LEISD for weather closures, not for the entire academic calendar.

EMERGENCY RELOCATION

The emergency management plan will be implemented in response to situations requiring us to evacuate the school or the campus or to shelter in place. Such conditions include fire, severe weather, toxic spills, or acts of war.

School evacuation: monthly fire drills practice one form of school evacuation. Students exit the building and remain on the Happy Flower Montessori, McKinney school grounds.

Campus evacuation: if necessary, students would evacuate the Happy Flower Montessori McKinney School and transport them to the church across the street.

Staff members will buckle and move children 18 months and younger in strollers and cribs.

The remaining children will be transported safely with staff members in Cars and school buses to the church across the street.

Shelter-in-place: Students and teachers will shelter in place in the event of a tornado, nearby Chemical spill, or other events that require us to seek shelter indoors. In the event of a chemical spill or other air-borne hazard, the ventilation system carrying outside air will be shut down.

The school will be open if students need to be in a shelter-in-place situation. If a shelter-in-place is declared, we strongly encourage parents to attend the school when instructed. The school has stores of bottled water and food for such a situation.

Area evacuation: If ordered to do so by civil authorities, we would be transported to a safe distance from the school via a contracted transport, providing all children with disabilities and 24 months and younger with a 5-point restraint. Transportation will go to

Children 24 months and under will sit on a volunteer or staff lap or be strapped to a seatbelt. This type of evacuation will allow the use of staff and volunteer cars and public-school buses. Their wheelchair or staff member will evacuate children with limited mobility. Children with mental, visual, or hearing impairments will either be carried out or use a walking rope (Pre-Primary class) to guide them to the proper location.

School Lockdown: Schools will be locked down in case of extreme situations such as gun and bomb threats and drastic weather conditions. We will follow Plano ISD in lousy weather.

Communication: How the school will communicate with parents in an emergency: the school will communicate via e-mail and telephone to keep you informed. The school will test this system annually. Parents must keep the school up to date on emergency contact information. Parents can reach us by phone but may not be able to speak to us if there are multiple calls simultaneously. Even if the school phone lines remain open, they will be tied up if multiple calls come in simultaneously.

Our priority in an emergency is to ensure that children and school staff are safe. Our second priority is to contact parents and to keep you informed.

The school maintains contact with 911, the Plano Police Department, and the Plano Fire Department in the event of an emergency and follows their instructions. The school also notifies State Licensing authorities.

We will have a copy of the Emergency Card (which contains all vital information such as parent contact numbers, allergies, emergency contacts, and permission for emergency care), and the Lead teachers will have their attendance book to keep track of the children under our care. Also, the teachers will have the classroom list with all the children's tracking info. The HFMM staff will use games and songs to lessen the children's anxiety. The children will be counted on as they leave the building and arrive in a safe location.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

SPECIAL EVENTS

SCHEDULED SPECIAL EVENTS

Some special events held at HFMM during the year include.

1- Child orientation: before the first day of school, the toddler and primary classes will have student orientation. This is a relaxed, friendly way to begin the school year and acquaint students with the classroom environment. The teachers meet with a small group at a scheduled time during that day. Lessons are given during this time, enabling students to become familiar with the work they will do during the first few weeks of class.
2- New Parent Information Night
3- Montessori Orientation Night
4- Parent Lesson Nights
5- Picnics
6- Spring Musical/Kindergarten Graduation*
7- Parent Conference (twice a year)
8- Formal Observation Weeks

See the HFMM school calendar for the specific dates of these events.

*The kindergarten graduation is limited to children who are five years old by September 1 of the present academic year.

CLASSROOM CELEBRATIONS

Special events, such as classroom celebrations (e.g., seasonal holidays), are held yearly. The designated parent room volunteer will help the teacher organize and contact other parents for help and collect a $30.00 contribution to benefit the celebrations. Since there is limited space in the classroom, the participation of family members will be limited. Equal opportunity will be given to all families of involvement throughout the year. We count on your support and understanding.

CELEBRATION OF LIFE

We especially celebrate birthdays, enabling parents, teachers, and classmates to show appreciation for the birth and growth of each child. Parents are requested to bring or send pictures of the child for each year of his or her life, along with a **store-bought** nutritious snack that the birthday child helps serve to the children. Your child's teacher will send you a note regarding the time and date for his/her Celebration of Life. HFMM policy is not to distribute party favors.

Note: if your family is planning a birthday party for your child outside of the school, you may use the school directory for mailing party invitations and follow-up thank you cards. We cannot give out invitations unless all the children in your child's class are invited.

HONORING BOOK

You may purchase an Honoring Book for your child's birth date or any other special occasion. A gift sticker will be placed in the book with the name of the child being honored, and the book will be placed in the child's classroom library. We ask parents to refrain from Fairy Tales.

HOLIDAYS

Our schedule is like the McKinney ISD; however, we vary on numerous dates. Please refer to the calendar provided by HFMM (www.hfmontessorimckinney.org) for holidays, in-service days, parent-teacher conference days, and special events and breaks.

There are holidays throughout the school year that are special to each family, and the school may not close on these days. You are welcome to take your child out of class for the day to observe a special occasion; inform your child's teacher in advance.

WATER ACTIVITIES

There will be no water activities during the school year at HFMM. During the Summer Sessions, we will offer Splash Days. A consent form must be filed with the school for your child to be allowed to participate in these activities.

FIELD TRIPS

The four-year-old's class may have field trips during the academic school year and summer sessions. Any information about field trips will be communicated to parents before the event. Permission and emergency medical consent forms will be required for every child attending. Any child without the appropriate documentation will not be able to participate in the trip, and parents may be asked to keep the child home on that date if HFMM cannot reasonably make other accommodations. Your child may be required to wear a specific shirt color from our uniform. A checklist will be cross-referenced at frequent times to account for all participation.

OBSERVATION DAYS

After classroom normalization, Primary parents are invited to observe inside their child's classroom for 20-minute sessions. Tuesdays will be reserved for moms, and Thursdays will be reserved for dads. Please get in touch with the front office to schedule your observation. All parents are always welcome to

observe their child's classroom through the windows but are respectfully asked not to enter the classroom due to the disruption this causes with the younger children.

PARENTS

OPEN DOORS

The school calendar has a formal observation week, which takes place during the fall semester after the children are normalized into the environment and during the Spring semester. Parents will be reminded of this event ahead of time. Moreover, HFMM parents are welcome to observe their children at any time by using a viewing window in every classroom.

CLASSROOM ACCESS

Please remember that once the class is in session, it is essential that the teacher is always there for all the children. If you need to talk to the teacher, please send a note to your child or call or leave a note at the front office.

Under no circumstances parents should walk into the classroom once the class is in session. This action has proven to greatly distract the children and affects the entire class negatively.

A quiet voice must be used whenever you are in the classroom.

COMMUNICATIONS

HFMM views education as a partnership between the parents, teachers, and the school. Mutual trust and open lines of communication are fundamental to maintaining a solid partnership. The following guidelines are provided to assist in the communication process.

Daily messages:

A teacher's full attention must be given to the students during school hours. If you have a message, question, or concern you would like to discuss with your child's teacher, please send a note or call the office and leave a message. If a response is requested, teachers will respond with a phone call or written note as soon as possible.

Office notifications:

Please notify the school in writing or by phone for the following reasons:

- The student will be out of school.

- The student has an appointment and will arrive late or leave early.

Office communications:

Please carefully read all communications from the office to keep you informed and involved. Check the HFMM webpage frequently for any new information:

www.hfmontessorimckinney.org

Director:

Parents are welcome to schedule an appointment with the director anytime to review and discuss any questions or concerns about the school's policies and procedures. Any notifications from our school to you will be sent by email or Telegram, written in a form and our newsletter, and a copy will be posted for your view on our school's bulletin board in the front hallways.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are scheduled at least once a semester at HFMM and may be arranged at other times throughout the year. Refer to the school calendar for the conference period (www.hfrmontessorimckinney.org). A note will be sent home from the school regarding the procedure for scheduling a conference.

Students enrolled in the Extended Day Programs can attend the school regularly during the Parent/Teacher Conference days. **All other students are requested not to attend school during these days.**

PARENT INVOLVEMENT

Parent participation is always welcome at HFMM. There are many opportunities for helping and working with the school. You may volunteer in your child's classroom for various duties as determined by your child's teacher. These duties may include room moms, reading moms, and sound moms. Dads are welcome as well! Our office volunteers assist in cutting, laminating, copying, fundraising, etc. Please get in touch with the main office or your child's teacher to volunteer.

HFMM has a wonderful PTO (Parent Teacher Organization). It is responsible for planning various social functions for our school and a bridge of communication between parents and school administration. We hope that every single family in our school community participates in some level of this organization.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

SOLICITATIONS

Parents may consider hiring at their discretion and risk one of the HFMM staff members for occasional babysitting, tutoring, or any other activities outside the school premises and the school hours of operation. HFMM neither encourages nor endorses such activities. Furthermore, HFMM cannot be held liable in any way for any problems, losses, injuries, or any other detrimental consequences that might occur because of these activities.

PARENT RESPONSIBILITIES:

Children must be signed in and out by the custodial parent or adult person approved by the parent(s). Only those persons authorized by the child's parent(s) may take a child out of HFMM. If those people are not known to current staff, identification will be required. Please understand that due to liability issues, the staff of HFMM is not permitted to take children home from our school.

There are several ways you can help us maintain the best possible teaching atmosphere for your child:

- Communicate any concerns regarding our program or your child immediately to staff.
- Pick up and read the notices and information left in your child's folder or posted outside your child's classroom, at the reception desk, or by e-mail.
- Pick up your child's papers/projects on Fridays. Their work is essential to them, provides another means of communication between parent and child, and helps the parent share in the child's day.
- Please do not allow your child to bring gum or candy to the classroom. We STRONGLY encourage you to allow your child to eat what we are serving that day unless food allergies are a concern. In that case, we ask that you bring a note from your physician. Any food brought from home will only be served when the other children are eating and MUST be taken home at the end of the day.
- Periodically, check on your child's supply of extra clothing. Please take home soiled clothing promptly.
- The Texas Department of Family and Protective Services does not allow smoking on the premises, either indoors or outdoors.
- Cyber identity and social networking are fascinating these days. However, please understand that HFMM employees are prohibited from social networking with parents and children. This includes, but is not limited to, Facebook, Twitter, and Myspace.
- **Parent Code of Conduct:** Young children are in our building. Some adult Language is not appropriate for young children. HFMM prohibits swearing or cursing on our property. Threatening staff, children, or other parents will not be tolerated in the Texas Department of Family and Protective Services. HFMM has the right to terminate care in the event of disruptive behavior from a parent or guardian. HFMM must follow the rules on discipline

and guidance as outlined in the Texas Minimum Standards for Childcare Centers. All adults and parents must follow these rules while on our property.

- **Cell Phones:** Parent communication is imperative when working with young children. It is challenging to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Family and Protective Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please help us stay in compliance with this new standard. We at HFMM know that you trust us with your most valuable treasure, your child, and we strive to serve our families the absolute best in preschool education and childcare. We believe that excellent early childhood development is the foundation for a bright future for our children at HFMM.

PROCEDURES TO REVIEW MINIMUM STANDARDS AND LICENSING INSPECTION AND HOW TO CONTACT THE TEXAS DEPARTMENT OF PROTECTIVE AND REGULATORY SERVICES

The latest licensing report is always posted on the school bulletin board. The school keeps a copy of the Minimum Standard Rules for licensed child-care centers in the main office. You may also view the document at the following website: www.tdprs.state.tx.us/childcare

The Texas Department of Family and Protective Services can be reached at 1-800-582-6036. The Abuse Hotline number is 1-800-252-5400.

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang-free zone.

PREVENTING AND RESPONDING TO ABUSE, NEGLECT, AND EXPLOITATION

It is mandatory for any staff or caregiver working in our establishment to report to the Texas Department of Family and Protective Services any suspicion or any genuine case of abuse and neglect. This policy is put into practice so that we can follow the mandates of the Minimum Standard Rules. The staff may not notify parents when the police or CPS is called about possible child abuse, neglect, or exploitation, except on the recommendation of CPS or the police when they are called. Some examples of abuse and neglect are leaving a child in a vehicle unattended, not securing a child in a seat belt or booster seat, unexplained marks, or bruises on opposite sides of the body, and child hygiene issues.

TEACHER TRAINING

Teachers obtain annual certification for 24 hours of training in the childcare field.

All staff members are CPR and First Aid Certified.

Ordinance: 746.501(25)

Staff members of HFMM are required by Minimum Standard Rules to attend yearly training on how to **prevent and Respond to Abuse and Neglect** of children, which includes:

Methods for increasing employee awareness and prevention of abuse and neglect, including warning signs of abuse and neglect.

To assist parents and HFMM employees in increasing awareness and how to find help in the prevention of child abuse and neglect, HFMM has posted signs for the Hotline number that can be reached in case any report is to be made to the pertaining agency and is available to anyone interested a training.

During April, a weeklong campaign includes appropriate literature for parents, staff, and family activities.

More information can be found at http://www.childwelfare.gov/pubs/guide2012/entips.pdf.

National Crime Prevention Council www.ncpc.org

Parent Education

Child Protection

Family Support

OTHER

PLEDGE OF ALLEGIANCE

The HFMM primary students will be taught the American Pledge of Allegiance. Children who are not American citizens may excuse themselves from reciting the pledge.

ANIMALS/PETS

The infant, toddler, pre-primary, and primary classrooms will have a pet, and the children will be taught to take care of it. There will be opportunities for parents to take their pets home for holidays.

SCHOOL PICTURES/SNAPSHOTS

Pictures of the children will be taken during the school year. Please sign the parent's permission for a picture release form in the enrollment packet to allow your child's picture to be taken. We want to place their photographs on our webpage and in the school to display our special events; if you have any restrictions about your child's picture being placed on our website, please do not hesitate to inform us.

TRANSPORTATION POLICY

State law requires:

1- Vehicles transporting children shall be in safe operating condition, and drivers shall have a current Texas Driver's License and yearly Vehicle Safety Training.

2- Children shall be loaded and unloaded at the vehicle's curbside or in a protected parking area.

3- A child shall only be taken on field trips if a parent or guardian has signed permission forms.

INFANT PARENTS AND BREASTFEEDING

Moms breastfeeding their babies are welcome to use our infant room. There is a nice rocking chair for this use. Moms can also use the privacy of the nursing room to breastfeed their babies.

AFTER- SCHOOL EXTRA CURRICULUM ACTIVITIES

HFMM has a list of vendors who provide different activities for the children in the after-school hours, such as dance, football, soccer, piano, yoga, Taekwondo, art, computer, and many more. These companies (vendors) will provide free demonstration classes throughout the year. If you, as a parent, do not wish for your child or children to partake in these free demos, please let us know in written form. Otherwise, all children will attend such events. These events are held on the school premises.

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com

HAPPY FLOWER MONTESSORI, MCKINNEY

PARENT'S HANDBOOK ACKNOWLEDGEMENT FORM

I have received, read, and understood the information contained in the Happy Flower Montessori, McKinney (HFMM) Parent's handbook. I pledge to support and abide positively by all HFMM policies and requirements.

I understand that minor changes, additions, and deletions can be performed in the content of the Handbook at any time by HFMM. HFMM will inform parents of such a change by either sending a written note or by posting it on the HFMM webpage at:

www.hfmontessorimckinney.org

A revised and updated copy of the HFMM parents' handbook will be distributed to the HFMM parents once a year upon registration. Throughout the year, an updated copy will always be available at the Director's Office for perusal by the parents. Significant changes in the distributed Handbook will be communicated to the parents.

Student Name

Parent/Guardian Name Parent/Guardian Signature

Date

This form is to be filled out, signed, and returned to HFMM as soon as possible. Keep in mind that children are not allowed to attend school activities unless this form, together with all other required documents, is filed with the school.)

Address: 3801 Alma Rd, McKinney, TX 75070
Phone: (682)351-9492
Website: hfmontessorimckinney.org
Email: hfmontessori24@gmail.com