

# PARENT HANDBOOK



## Lakewood Montessori School

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## **Admissions Procedures**

The prime concern of Lakewood Montessori School is the child and the appropriate placement of each child. The school admits students who will most benefit from its academic setting.

Admission is based on information gathered from personal interviews with parents and students, and from available academic, psychological, and physical records when needed. Lakewood Montessori School has no religious affiliation and accepts children without regard to race, color, creed, or national origin.

## **Enrollment Procedures**

1. Once an inquiry has been received in our office, you will be contacted to schedule a tour of the facility and talk about our program.
2. An interview will be scheduled for your child with the Director of Admissions. You may wish to schedule an observation of one of our classrooms at that time.
3. If we feel that our environment will meet the needs of your child, an application, enrollment agreement and a \$500 **non-refundable** registration fee will be due. When a Tuition Agreement contract has been signed, your child will be enrolled on a six- week trial basis. If necessary, a parent/teacher conference will be held during this trial period to review the child's progress and to determine how to best meet the needs of your child.

## **Registration**

A packet for re-registration of students currently enrolled is sent out in January of each year. In February enrollment is opened to the public and the classes are balanced by age and gender.

## **Calendar and Hours of Operation**

Lakewood Montessori School closely follows the calendar used by the Dallas Independent School District. School begins in mid-August and runs through May.

In addition, we offer an 8-week summer program.

Lakewood Montessori School offers the following:

Half Day Preschool (for younger children or children who require a daily nap)	8:30am – 11:30am
Full Day Preschool	8:30am – 3:00pm
Elementary	8:30am – 3:00pm

Before and after school care are offered by prearrangement:

Before School Care	7:30 – 8:30am
After School Care	3:00 – 6:00pm

## **Carpool Procedures**

Arrival time is between **8:25 and 8:40am**. It is very important to have your child in the classroom by **8:30am**. Children who arrive late often feel unprepared for the day when they must enter a class where everyone is already at work, or where a group lesson has already begun. Often, a child arriving late misses important information or directions.

A staff member will greet children at the carpool area from 8:25am to 8:40am. Before 8:25am, the teachers are busy with last minute preparations in the classroom and are unable to supervise the children. Should you arrive after 8:40am, please accompany your child to the office and sign them in. A child should **never** be dropped off at the building entrance and left to enter the building alone.

Due to licensing regulations, we have a system of recording the children's arrival and departure times. If your child is not coming or going during our normal fifteen-minute carpool windows, they will need to be signed in or out by a parent or guardian. The carpool times are as follows:

Morning Drop-Off: 8:25 – 8:40 am  
Half Day Pick Up: 11:30 – 11:45am  
Afternoon Pick Up: 3:00 – 3:15 pm

Both morning drop-off and afternoon pick-up will be at the walkway between the Church entrance and the school building on the East side of the building. To ensure the safety of your child, stop only with the child-side door next to the walkway, so the child does not have to cross the line of traffic. If you need to speak to a teacher or other staff member, please park your car and come inside the building. For the sake of those in line behind you, please keep the line moving forward smoothly. At pick-up time, please pull forward to fasten seatbelts! Carpool will go more smoothly this way.

## **Release of Children**

Departure for the morning preschool children is 11:30am. Elementary and all-day preschool students will be dismissed at 3:00pm. Please be sure to pick up your child on time. It can be a traumatic experience for a child to be picked up late. A child's understanding of time may lead that child to feel he has been forgotten.

Children who have not been picked up by 11:45am will be returned to their classroom, or by 3:15pm will be taken to the After School program room to await their parent.

A child will be released only to a parent or persons listed on the authorized carpool list. If a child is to be picked up by someone not on the list, a note should be sent to the office to this effect, and that person's driver's license will be checked against the name given to the school and recorded.

## **Communication**

Communication among parents, child and school is critical as we work together toward a meaningful educational experience for your child. In addition, your child's work will be sent home in a plastic envelope each Thursday (known as the "Thursday folder") and we ask that this envelope be returned the following day. Notes from the office will be emailed each Thursday.

Conferences in the doorway as class begins are difficult for the teacher and the children who are preparing to go to work. Should you have a concern and need to speak to a teacher, you may send a note or leave a message in the office and the teacher will contact you as soon as possible. You may also reach your child's teacher through the email addresses listed in the school directory. If your concern is urgent in nature, please feel free to call the child's teacher at home in the evening.

Formal conferences are scheduled twice during the school year. (Specific dates are shown on the school calendar.) These conferences are very important opportunities to discuss your child's progress. Additional conferences may be scheduled throughout the year, depending on the needs of the parent or child.

Any dramatic personal changes in the child's life or home environment should be discussed with the staff as soon as possible. These situations often affect the child's behavior or performance at school. Should you have a concern about school procedures or policies, please contact one of the directors and they will be happy to meet with you.

## **Discipline and Guidance**

One of the aims of Montessori education is to help the individual child develop self-discipline. Physical punishment is **never** appropriate as a disciplinary measure. Students will be treated with respect at all times.

Good behavior should be recognized and encouraged. Students learn by example, and through the use of fair and consistent rules relevant to them. While the atmosphere is relaxed, the attitude of the teacher should be one of firmness and understanding. All directions and reminders should be given in positive language appropriate to the age and understanding of the child.

If a child's behavior will harm himself or others, the child should be held gently yet firmly. Redirection with an appropriate explanation should be given when behavior is unacceptable. A brief supervised time out from the group may also be used when appropriate for the child's age and development.

Above all, children should be helped to understand why their conduct is unacceptable and what is acceptable in a given situation, so that they may become responsible for their actions in future situations.

## Discipline and Guidance Policy for Lakewood Montessori School

- Discipline must be:
  1. Individualized and consistent for each child;
  2. Appropriate to the child's level of understanding; and
  3. Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
  1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
  2. Reminding a child of behavior expectations daily by using clear, positive statements;
  3. Redirecting behavior using positive statements; and
  4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
  1. Corporal punishment or threats of corporal punishment;
  2. Punishment associated with food, naps, or toilet training;
  3. Pinching, shaking, or biting a child;
  4. Hitting a child with a hand or instrument;
  5. Putting anything in or on a child's mouth;
  6. Humiliating, ridiculing, rejecting, or yelling at a child;
  7. Subjecting a child to harsh, abusive, or profane language;
  8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
  9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

**My signature verifies I have read and received a copy of this Discipline and Guidance Policy.**

**This is to acknowledge that Lakewood Montessori School has provided me with a Parent Handbook and has discussed its contents with me.**

---

Signature

Date

---

Child's Name

## **Preschool Daily Activity Schedule**

8:20 - 8:40	Carpool Arrival and Room Responsibilities
8:40 - 9:00	Line Time - songs, calendar, weather, & lessons
9:00 - 10:15	Morning Work Time
10:15 - 10:45	Line Time - songs, books, group snack
10:45 - 11:30	Playground Time
11:30 - 11:45	Carpool Departure
11:30 - 12:30	Lunch
12:30 - 2:00	Afternoon Work Time
2:00 - 2:15	Line Time and Group Snack
2:15 - 3:00	Playground Time
3:00 - 3:15	Carpool Departure

## **Physical Activity for Preschoolers**

Physical activity is an important part of a healthy lifestyle for people of all ages. Such activity promotes normal growth and development in children. It helps to build strong bones and muscles. It increases their strength and endurance as well as their confidence and self-esteem. Children love to explore their world, and they gain independence from such exploration.

The Daily Activity Schedule allows for a period of 45 minutes outside on the playground each morning and again each afternoon. If the weather is such that they cannot enjoy the outside playground area, physical activities will be available in the classroom during that time. Examples include singing games that coordinate with movement and hopping and jumping-type exercises as a group.

## **Water Activities**

To participate in any water activities on campus such as splashing or wading pools, we require that a signed Water Activities Permission Form be on file in the school office.

## **Insect Repellant and Sunscreen**

Parents should apply insect repellant and sunscreen to their child before leaving home in the morning. An Outdoor Authorization Form may be signed and on file in the office giving permission to the teacher to apply insect repellant or sunscreen. The product used will be Off Family Care Repellant and Signature Care Spray Sunscreen SPF 50. If the parent has a preferred product, they will label the product and deliver it to the staff in a Ziploc baggie.



## Elementary Field Trips

Field trips are designed to enhance and broaden your elementary child's learning experiences outside of the classroom. The classroom teacher will organize field trips during the year. A schedule of field trips for the school year will be posted in the office at the beginning of school, and parents will be reminded the week before each scheduled trip. The elementary program schedules a field trip nearly every month.

Every parent must sign a General Waiver - Field Trip Permission Form at the time of enrollment. No child will be allowed to leave on a field trip unless this completed form is on file at the school.

One adult volunteer will accompany, and be responsible for, three elementary children at a time.

The driver of each vehicle will keep a list of all children present, Medical Authorization Forms on each child present in that vehicle, emergency contact information for each child, a small fire extinguisher, and a first aid kit at all times during the field trip.

Caregivers with training in CPR and first aid will be present on all field trips.

**All children under the age of eight must be in a child safety or booster seat unless the child is taller than 4 feet 9 inches. All other children are required to wear seat belts at all times while in the vehicle.**

No student under twelve years old may ride in the front seat of the vehicle. No student may ride in the front seat of any vehicle with a passenger side air bag, unless the child is accompanied by his parent.

Field trip drivers are encouraged to travel in caravans so that they can render aid if needed.

# Lakewood Montessori School

6210 E. Mockingbird Lane (214) 821-9466 Dallas, Texas 75214 fax 214-821-9426

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## IMMUNIZATION RECORD

***\*\*Must be signed by your child's physician\*\****

STUDENT'S NAME: \_\_\_\_\_ BIRTH DATE: \_\_\_\_\_

IMMUNIZATIONS: GIVE DATE AS REQUIRED BY TX. DEPT. OF HEALTH. (to be completed by student's physician)					
	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>
<b>DPT/DT:</b> total of 4 doses with at least 1 dose after 4 <sup>th</sup> birthday					
<b>Hib:</b> three doses by age 2 years; not required after 5 <sup>th</sup> birthday					
<b>Hepatitis B:</b> 3 doses required of all students					
<b>MMR (Measles, Mumps, Rubella):</b> 1 dose on or after 1 <sup>st</sup> birthday, 2 <sup>nd</sup> dose required by 5 <sup>th</sup> birthday (measles); serologic evidence of immunity or U.S. physician validated date of these illnesses acceptable in lieu of vaccine					
<b>Polio:</b> minimum of 3 doses with at least 1 dose after 4 <sup>th</sup> birthday					
<b>Hepatitis A:</b> 1 <sup>st</sup> dose after 2 <sup>nd</sup> birthday; 2 <sup>nd</sup> dose 12-18 months after 1 <sup>st</sup> dose.					
<b>Varicella (Chicken Pox):</b> 1 <sup>st</sup> dose required after 1 <sup>st</sup> birthday; 2 <sup>nd</sup> dose after 5 <sup>th</sup> birthday; serologic evidence of immunity or validated date of chicken pox illness acceptable in lieu of vaccine					
<b>Pneumococcus (PCV):</b> 3 doses by age 2, not required after 5 <sup>th</sup> birthday					
<b>Other:</b>					

\_\_\_\_\_ has been examined by a health care professional within the past year  
(Student's name) and is physically able to participate in a childcare program.

\_\_\_\_\_  
Signature of Physician

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
City, State, Zip

Form updated 10/2021

## Immunization Exemption

The following is a letter parents may submit to the State of Texas to request exemption from immunizations for their child:

Texas Department of Health  
Immunization Division  
1100 West 49<sup>th</sup> Street  
Austin, TX 78756

RE: Exemption from Immunizations for Reasons of Conscience Form

Dear Immunization Division:

I wish to obtain an Exemption from Immunizations for Reasons of Conscience Form. Please provide me with an exemption form for:

Child's Full Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Please mail my form(s) to:

Name of Parent: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Sincerely,

\_\_\_\_\_  
Signature of Parent or Guardian

## **Illness**

Should your child be absent for more than two days, please inform the school of the reason for the absence. When you have verification of the fact that your child has a communicable disease, the school should be notified immediately so that we may inform other parents.

As regulated by the State of Texas, if a child becomes ill while in Lakewood Montessori School's care, the school will first, contact the parent to pick up the child. Illness is characterized by one or more of the following symptoms:

- Temperature of 100.4 degrees or greater
- Lethargy
- Abnormal breathing
- Uncontrolled diarrhea
- Two or more vomiting episodes in one day
- Rash with fever
- Behavior changes

## **Accident/Medical Emergencies**

**If your child is accidentally injured while at school, you will be notified immediately.** If a critical illness or injury occurs, we will contact emergency medical services, give the child first-aid or CPR if needed, contact the child's physician and contact the child's parents. In the case of an injury that requires medical attention, or should there be a situation where a child was at risk, you will receive a written report to sign as required by our licensing office.

## **Speech, Hearing, and Vision Screening**

Texas requires vision and hearing screenings for first time entrants into a school who are 4 years old or older as well as children in kindergarten, 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grades. The screening must take place prior to the completion of the first semester of the school year or within 120 days of enrollment, whichever is longest. Evidence of screening conducted within one year will suffice. Speech screenings are not required by state law and are optional. Each fall, Lakewood Montessori has certified screeners come to the school to conduct the testing. Prior to the screenings, you will be notified of all pertinent details as to the date and cost, and after the screening you will be furnished in writing the results of your child's testing.

## **Allergies**

The school should be advised of any foods or other substances to which your child suffers an allergic reaction. These allergies should be noted on the application form. This information will be given to the teachers and kept in the office with the first aid kit.

If your child has a severe food allergy, you are required to fill out both the Food Allergy Action Plan and the Anaphylaxis Emergency Action Plan on pages 27 of this manual.

## **Inclement Weather**

Should it be necessary to close school or delay starting time due to inclement weather, we will follow instructions given over radio and television for the Dallas Independent School District. If DISD closes, Lakewood Montessori will close.

We do advise, however, that you use your own judgment with regard to safe driving conditions for you. The safety of the children is much more important than a day of school.

## **Lost and Found**

Articles found in and around the school should be turned in to the office where the owners may claim their property. Personal items that are not required for class assignments should not be brought to school. The school will not be responsible for lost or stolen personal items. Unclaimed items will be disposed of at the end of the year.

## **Medication**

All medicines are to be handled by adults only. Children should NOT carry medicine - nor should it be placed in lunch boxes. At NO TIME may medicine be brought into the child's classroom or be given directly to the teacher to dispense. Medication in its original container with the child's full name and date should be brought to school by the parent and delivered to the office manager who will keep it in a safe place or refrigerate it if necessary. At that time, an Authorization for Dispensing Medication form must be filled out and signed. No medication will be dispensed without this form! (This is in accordance with state licensing requirements.) If the medication is to be taken for several days, it may be helpful to have your pharmacist divide the dosage into separate bottles for school and home. The prescribed medicine will be administered, and the date and time recorded in a log.

## **Non-Custodial Parent**

In the absence of a court order to the contrary, Lakewood Montessori School will provide the non-custodial parent with access to the academic records and to other school-related information regarding the student. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide Lakewood Montessori School with an official copy of the court order. A copy of the court order also is required where the non-custodial parent has been denied access to or contact with the child. If the school has been informed by the custodial parent that the child must not be released to the other parent, then we must have a copy of the court order to support the instructions given to us.

## **Withdrawal of Students**

Children are accepted only for the entire academic year, or for the remainder of the school year, if enrolled after the opening date. No reduction or credit will be granted to the parents if a child is withdrawn unless such withdrawal is made at the specific request of the school. The school reserves the right to request the immediate withdrawal of any child for any reason at the sole discretion of the administrators or directors of the school.

## **Visiting the Classroom**

Parents are always welcome to visit their child's classroom during school hours. However, please be aware that this may be upsetting to your child and the other children in the classroom, especially our younger students.

## **Volunteering at School**

Lakewood Montessori School offers many volunteer opportunities. Parents may sign up for specific responsibilities that support the school at the first Parent Association meeting in the fall. Other opportunities will arise during the school year and will be communicated through the use of either the Thursday folders or email.

## **Observations and Conferences**

Parents are invited to observe in their child's classroom in the fall of each year after the six-week normalization period. These observations should be scheduled through the office to avoid having more than one set of parents in the classroom at a time.

Parent conferences are held once each semester on dates specified on the school calendar. Teachers are available for further conferences if needed and may be contacted through the school office, email, or their home phone numbers listed in the directory. Both parents are encouraged to attend the conferences, if at all possible. It is helpful to bring any observation notes or jotted down questions with you to the conference. Upper Elementary students are expected to attend the conference with their parents.

## **Animals in the Classroom**

It is the belief of the directors of Lakewood Montessori School that having animals in the classroom is an important part of the curriculum. Each classroom may have one or more animals at the discretion of the classroom teachers.

The school is in compliance with all licensing regulations regarding animals in the classroom.

## **Guidelines for Observing in a Montessori Classroom**

1. Come into the classroom quietly and be seated. The teacher or staff member will position a chair for you in an area that will not obstruct traffic flow.
2. Please avoid asking questions of the children and teachers, as they are busy working.
3. If you have questions to ask the teacher, you may request a reply by note, phone call or conference.
4. Things which you might want to notice are:
  - a. General feeling or atmosphere in the room
  - b. Attitudes of courtesy and consideration
  - c. Collaborative work in progress
  - d. Individual work in progress
  - e. Evidence of cooperation between children
  - f. Evidence of cooperation between children and teachers
5. Please be aware that the day you observe will very likely not be a “normal” day for your child. The presence of a parent affects children in different ways, but few behave absolutely normally when Mom or Dad is present. You can get a better idea of how the classroom works by observing one of the other children who is similar to yours in development.
6. Please fill out your evaluation of your observation and turn it in to the office. Your feedback is invaluable to us in determining whether we are meeting your expectations.

## **Preschool Group Snack Provided by Parents**

Every morning the preschool classes have a group snack on the line. Children who stay all day also have an afternoon snack either on the line or outside depending on the weather. This is our daily opportunity to practice grace and courtesy and also to “break bread” with each other. The children are assigned 3 weeks throughout the year to bring a group snack for that week.

Providing a snack for a week is entirely voluntary but it has proved to be an organized way to provide an interesting and varied snack opportunity for the children. The children especially enjoy bringing and sharing a snack that they have helped select and/or prepare. Please advise us if you do not wish to participate so that we can make other arrangements for that week. We have tried to gear children’s snack week to their birthday week to make it easier for you to send a special snack on that day.

Please make sure that the snack you send is ready-to-eat, easy to handle, and all the same. It is very difficult for the children to choose between flavors and they sometimes get upset if the particular one they want has already been chosen. Paper goods are not needed. Water is served at our group snack but a gallon of juice for the snack table each week is greatly appreciated.

Snack suggestions include cheese, crackers, popcorn, muffins, trail mix, cereal (Cheerios or the like), fruit, vegetables (with or without ranch dressing for dipping), tea biscuits, flavored rice cakes, graham crackers, goldfish or other cheese crackers, small bagels or vanilla wafers. How much is enough? One large scoop of goldfish or half an apple or banana is enough per child.

Reminders of the snack list will go out in the Thursday folder the week before so try to watch for your turn. If you need to change weeks during the year, that is fine but you will need to make those arrangements. If you forget a day or two please don’t worry as we always have extra snack at the school.

Please let us know if your child has a particular allergy to any food.

## **Preschool Snack Work**

The preschool classes have a “snack work” in the classroom that is available to children throughout the day. This activity involves food preparation or cooking opportunities. Parents maybe asked to send specific food items during the year to be used for the snack table.



## Group Snack Suggestions

A group snack is provided for the preschool classes each morning and afternoon. The following are suggested menus:

<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
peanut butter crackers	applesauce	cheese slice crackers juice	bananas	cheese crackers juice
sliced apples	rice cakes juice	graham crackers juice	orange slices	bran muffins juice
vanilla wafers juice	raisins goldfish crackers juice	saltines cheese slice juice	cinnamon toast juice	bagel cream cheese juice
melon cubes	cheese crackers juice	strawberries cream	banana bread juice	sliced pears
cereal juice	yogurt	cheese cubes crackers juice	sliced apples	graham crackers juice

## Lunches

We have found that the children's work at school is directly affected by the nutritional quality of their meals. It is our experience that their concentration, behavior and attitude are influenced by their nutrition. Thank you for your care in providing foods for your child that are sugar and additive-free.

## **Preschool Birthday Celebrations**

Birthdays are a very special time for preschool children and we would like to celebrate your child's birthday with a brief ceremony here at school on or near their birth date. Our candle ceremony (Dance of the Cosmos) will last about 20 minutes and is usually scheduled to start between 8:40 and 9:00am, just shortly after morning carpool. Generally, birthdays are celebrated on the day they fall. Those that fall on a school holiday or a weekend may be rescheduled for the week before or after. Summer birthdays may be scheduled for a "half birthday" during the school year. Please check with your child's teacher.

If you wish to send a special birthday snack for this day, the birthday child will serve it during the regularly scheduled group snack time. Please remember having treats all the same makes the snack time move smoothly. Birthday party paper goods (plates, napkins and cups) may add to the celebration and are appreciated but not required. Party favors or other decorations are not appropriate. We will be focusing on the "celebration of life" rather than a theme-type party.

As part of the "celebration of life" we would appreciate a sentence or two about significant milestones during each year of your child's life (see next page). These comments will be read during the candle ceremony.

We would like to illustrate your child's time-line with some appropriate pictures from his or her life. Please send a picture from each year and we will display them during the week after their birthday and then send them home in the Thursday folder the following week. This is the pre-school students' first time-line work in the Montessori environment. Be aware that silly pictures and experiences may embarrass your child, but meaningful ones will enhance the celebration.

And last but not least, parents are welcome to attend the ceremony. Please contact your child's teacher so that appropriate preparations can be made.

## Preschool Birthday Information

Please provide a sentence or two about a special experience or milestone that occurred during each year of your child's life. Return this page along with a picture for each year for the Dance of the Cosmos birthday celebration.

On the day that \_\_\_\_\_ was born:

When \_\_\_\_\_ was one year old:

When \_\_\_\_\_ was two years old:

When \_\_\_\_\_ was three years old:

When \_\_\_\_\_ was four years old:

When \_\_\_\_\_ was five years old:

When \_\_\_\_\_ was six years old:

Thank you for your participation.

## Minimum Standards for Child Care Centers

Parents may review a copy of the Minimum Standards for Child Care Centers either in the office during school hours or online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

## Inspection Reports

A copy of the most recent Texas Department of Family and Protective Services Child-Care Inspection Form is posted on the bulletin board across from the school office.

## Texas Department of Family & Protective Services

Local Licensing Office	214-583-4253
DFPS Child Abuse Hotline	1-800-252-5400
DFPS Website	<a href="http://www.dfps.state.tx.us">www.dfps.state.tx.us</a>

## Child Abuse & Neglect

Parents should be aware that licensed daycare centers staff and administration are required, under penalty of law, to report all suspected cases of child abuse and/or neglect. All caregivers and staff undergo annual training on how to detect child abuse, report child abuse, and protect children from child abuse. Such cases will be referred to the Texas Department of Family and Protective Services and/or to the authorities immediately. Abuse and neglect affect people of every age, race, and family income level. Most parents who abuse their children love their children, but many factors can lead them to do things they regret.

- **Trouble managing stress.** Problems with work, money, or relationships put a strain on family life. If a parent or caretaker has trouble managing stress, it can lead to abuse.
- **A lack of parenting skills.** Some parents might not understand how to care for a child's basic needs, or they might have unrealistic ideas about a child's abilities and behavior. They might punish behavior that is natural for a child.
- **A history of abuse.** Many child abusers were abused or witnessed abuse as children.
- **A problem with alcohol or other drugs.** Alcohol and other drugs impair a person's ability to act as a responsible, caring parent. They can also make it harder to control emotions - especially anger.

(Continued)

These factors can be overcome, and abuse and neglect can be prevented. Don't lash out when you are angry with a child - instead:

- Take a deep breath.
- Call someone or ask a friend to watch your kids while you calm down.
- Call one of the hotlines listed below to find someone to talk to.
- Find a parenting class in the community to learn about ways to handle the stresses of dealing with kids.
- Use this website ([www.dfps.state.tx.us.com](http://www.dfps.state.tx.us.com)) to find programs in your area to help you resolve any underlying issues, such as alcohol or drug abuse.

### **For Emergencies** - Dial 911

#### **Hotlines**

- **Texas Abuse and Neglect Hotline**  
Report suspected abuse and neglect.  
1-800-252-5400  
[TxAbuseHotline.org](http://TxAbuseHotline.org)
- **Texas Poison Control Center Network**  
Don't wait for the victim to look or feel sick—call poison control.  
Always call 911 if a victim is collapsed or not breathing.  
1-800-222-1222  
[www.poisoncontrol.org](http://www.poisoncontrol.org)

#### **Parenting Skills**

- **National Parent Helpline®**  
(1-855-4A PARENT or 1-855-427-2736)
- **Family Compass**  
Parenting and family programs in the Dallas area.  
[www.family-compass.org](http://www.family-compass.org)

## **Lice Infestation**

Head lice are a common childhood problem. These small grayish-tan insects without wings attach their eggs (nits) firmly to hair shafts. The most common symptom of infestation is intense itching on the back of the head or neck. Because lice are easily transmitted from child to child, it is the policy of Lakewood Montessori School to call the parents of a child with a suspected active lice infestation and have the child picked up. The child may return to school after treatment of their hair, clothing, and home environment.

## **New Requirements Regarding Gang-Free Zones For Child Care Centers**

As a result of House Bill 2086 information about gang-free zones must be distributed to parents and guardians of children in care at licensed childcare centers.

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your childcare center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or courthouse for information about obtaining a copy of a map if they choose to do so.

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

A childcare center must inform parents or guardians of children attending the center about the new gang-free zone designation. This means parents or guardians need to be informed that certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of your center is a violation of this law and is therefore subject to increased penalty under state law.

*For further information please contact your licensing representative or your local licensing office.*

## **Employee Immunizations**

We do not require that our employees have protective immunizations for any vaccine-preventable diseases.

## **Breastfeeding Area**

There is a designated place where a mother can breastfeed on campus, if requested.

## **EMERGENCY PREPAREDNESS PLANS –**

### **Off-Campus Relocation Plan**

This plan will be executed in case of a fire or gas leak on the premises, or a loss of electric power (i.e., winter storm or extreme heat).

1. Inform all faculty and students to evacuate the building. (We will perform the same procedure we practice during our fire drills.)
2. Our designated person (Mrs. Garoutte, Mrs. Smith) will grab our Emergency Package (which includes our Parent Directory, Medical Authorization forms, whistles, snack and first aid kit).
3. Once safely outside, call 911 to inform EMS, Police, & Fire Departments.
4. Each classroom will take attendance of their students to ensure that all students and faculty were able to evacuate the building.
5. We will walk in lines to Ridgewood Park Methodist Church building (6445 E. Lovers Lane) and once there, attendance will be taken again. At this site, we will begin contacting parents and CPS (214) 583-4131. Parents' identification will be verified onsite prior to the release of the student.

### **Shelter-In-Place Plan**

This plan will be executed in case of severe weather (i.e., tornado).

1. Inform all faculty and students to move to the main hallway. (This is the same procedure we practice during our severe weather drills.)
2. Each classroom will take attendance of their students to ensure that all students and faculty are present in the hallway.
3. Our designated person (Mrs. Garoutte, Ms. Rodia) will tune in to local weather for current information.
4. If necessary, we will begin contacting parents. Parents' identification will be verified onsite prior to the release of the student.

### **Lock-Down Procedure**

This plan will be executed in case of an endangering person or police activity in the area.

1. Inform all faculty and students to move to their designated safe area, out of the line of sight of windows and doors.
2. Faculty and staff are responsible for closing doors, covering windows, and turning off lights.
3. All electronics should be silenced.
4. Each classroom will take attendance of their students to ensure that everyone is present.
5. Once the threat has subsided, the designated person will call "all clear".

## **History**

Lakewood Montessori School was established in March of 1999 by a group of parents and teachers committed to the Montessori philosophy and dedicated to working together to form a community where each child will flourish.

## **Board of Directors**

The Board of Directors of Lakewood Montessori School consists of five to nine directors elected by the parents and staff to three-year terms. Officers of the Board of Directors include President, Vice President, Secretary, and Treasurer. Board meetings are generally held the second Tuesday of each month and are open to the public.

## **Mission Statement**

The mission of Lakewood Montessori School is to empower our children to achieve their full potential intellectually, spiritually, and physically, by creating a child-centered environment based on Montessori principles.



## Montessori Philosophy

After more than fifty years of research, teaching, and observing children, Dr. Montessori believed that each of us is born with great potential. The child's "natural development" will aim directly and energetically toward successive levels of functional independence. Maria Montessori's life approach to learning cultivates a positive self-image, through the child's own natural desire to learn, and builds the foundation for a lifetime of creative learning.

Development is a direct result of activity. The child can fully develop only by means of experience in the environment. One of the best-known principles of the Montessori Method is the "preparation of the environment." It is a child-centered environment in which the child can physically, intellectually, and spiritually develop the potential given to him by Nature. The environment is rich in "motives" which lend interest to constructive activity with materials that are methodical in sequence and so well adapted to the child's interest that they provoke deep concentration. The materials were scientifically developed, highly structured, and interrelated to free the child to explore relationships by a process of manipulation and spontaneous discovery. Montessori believed the materials to be the "Keys to the Universe." By exposing children to the world through the integrated areas of the prepared environment, the absorbent mind of the child will spontaneously abstract experience and begin the conquest of life in harmony and respect for nature, others, and self.

In her writings, Dr. Montessori has said, "In our school, not only is character strengthened but the children's intellectual life becomes insatiable in its search for knowledge." Freedom of choice and purposeful movement in the environment enables the child to acquire self-discipline, inner motivation, and academic excellence through concentration in his work. The child will gain a positive self-image, a variety of skills, the ability to problem-solve and communicate gracefully, all of which are necessary for the future. We offer a comprehensive approach to life that is well known and successful all over the world. The child is forming the adult he will become through his own experiences. "We can only give to each individual the chance to fulfill potential possibilities."

We cannot make a seed grow into a tree. We can, however, facilitate its growth by providing an optimal environment: good soil, fresh water, and the correct temperature. The rest will be done by the tree itself.

## **AMERICAN MONTESSORI SOCIETY CODE OF ETHICS**

AMS requires that all member schools and affiliated teacher education programs agree to comply with the AMS Code of Ethics. AMS relies on self-compliance of this Code.

In pledging to accept the Code of Ethics, heads of schools and program directors agree that the educators in their institutions will strive to conduct themselves professionally and personally in ways that reflect their respect for one other and for the children they serve; and that they will do whatever is within their talents and capacity to protect the right of each child to have the freedom and opportunity to develop his or her full potential.

### **Principle I - Commitment to the Student**

In fulfillment of the obligation to the children, the educator—

1. shall encourage independent action in the pursuit of learning;
2. shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin;
3. shall protect the health and safety of students;
4. shall honor professional commitments and maintain obligations and contracts while never soliciting nor involving students or their parents in schemes for commercial gain;
5. shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

### **Principle II - Commitment to the Public**

The Montessori educator shares in the responsibility for developing policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public. In fulfilling these goals, the educator—

1. shall support the American Montessori Society and not misrepresent its policies in public discussion. Whenever speaking or writing about policies, the educator should take the precaution of distinguishing private views from the official position of the Society.
2. shall not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

### **Principle III - Commitment to the Profession**

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

In fulfilling these goals, the educator—

1. shall extend just and equitable treatment to all members of the Montessori education profession;
2. shall represent his or her own professional qualification with clarity and true intent;
3. shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications;
4. shall use honest and effective methods of administering duties, use of time, and conducting business

*Adopted 1969, AMS Board of Directors. Expanded 1975. Updated 2008 and 2010*

# Food Allergy Action Plan

Student's

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_\_ Teacher: \_\_\_\_\_

Place  
Child's  
Picture

**ALLERGY TO:** \_\_\_\_\_

Asthmatic Yes\* ☐

No ☐ \*Higher risk for severe reaction

## ◆ STEP 1: TREATMENT ◆

**Symptoms:**

**Give Checked Medication\*\*:**

\*\* (To be determined by physician authorizing treatment)

• If a food allergen has been ingested, but <i>no symptoms</i> :	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• <b>Mouth:</b> Itching, tingling, or swelling of lips, tongue, mouth	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• <b>Skin:</b> Hives, itchy rash, swelling of the face or extremities	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• <b>Gut:</b> Nausea, abdominal cramps, vomiting, diarrhea	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• <b>Throat†:</b> Tightening of throat, hoarseness, hacking cough	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• <b>Lung†:</b> Shortness of breath, repetitive coughing, wheezing	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• <b>Heart†:</b> Weak or thready pulse, low blood pressure, fainting, pale, blueness	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• <b>Other†:</b>	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine
• If reaction is progressing (several of the above areas affected), give:	<input type="checkbox"/> Epinephrine <input type="checkbox"/> Antihistamine

† Potentially life-threatening. The severity of symptoms can quickly change.

## DOSAGE

**Epinephrine:** inject intramuscularly (circle one): EpiPen® EpiPen® Jr. Twinject® 0.3 mg Twinject® 0.15 mg

**Antihistamine:**

give \_\_\_\_\_  
medication/dose/route

**Other:**

give \_\_\_\_\_  
medication/dose/route

**IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.**

## ◆ STEP 2: EMERGENCY CALLS ◆

1. Call 911 (or Rescue Squad: \_\_\_\_\_). State that an allergic reaction has been treated, and additional epinephrine may be needed.

2. Dr. \_\_\_\_\_

Phone Number: \_\_\_\_\_

3. Parent \_\_\_\_\_

Phone Number(s) \_\_\_\_\_

4. Emergency contacts:

Name/Relationship

Phone Number(s)

a. \_\_\_\_\_

1.) \_\_\_\_\_ 2.) \_\_\_\_\_

b. \_\_\_\_\_

1.) \_\_\_\_\_ 2.) \_\_\_\_\_

**EVEN IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TAKE CHILD TO MEDICAL FACILITY!**

Parent/Guardian's Signature \_\_\_\_\_ Date \_\_\_\_\_

Doctor's Signature \_\_\_\_\_ Date \_\_\_\_\_

(Required)

# ANAPHYLAXIS EMERGENCY ACTION PLAN

NAME: \_\_\_\_\_ AGE: \_\_\_\_\_  
ALLERGY TO: \_\_\_\_\_

Asthma ☐ Yes (*high risk for severe reaction*) ☐ No

Other health problems besides anaphylaxis:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Concurrent medications, if any:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## SYMPTOMS OF ANAPHYLAXIS INCLUDE:

MOUTH	itching, swelling of lips and/or tongue
THROAT*	itching, tightness/closure, hoarseness
SKIN	itching, hives, redness, swelling
GUT	vomiting, diarrhea, cramps
LUNG*	shortness of breath, cough, wheeze
HEART*	weak pulse, dizziness, passing out

*Only a few symptoms may be present. Severity of symptoms can change quickly.*

*\*Some symptoms can be life-threatening! ACT FAST!*

## WHAT TO DO:

### 1. INJECT EPINEPHRINE IN THIGH USING (check one):

☐ EpiPen Jr (0.15 mg) ☐ Twinject 0.15 mg ☐ EpiPen (0.3 mg) ☐ Twinject 0.3 mg

Other medication/dose/route: \_\_\_\_\_

**IMPORTANT: ASTHMA PUFFERS AND/OR ANTIHISTAMINES CAN'T BE DEPENDED ON IN ANAPHYLAXIS!**

### 2. CALL 911 or RESCUE SQUAD (BEFORE CALLING CONTACTS)!

3. Emergency contact #1: home/work \_\_\_\_\_ cell \_\_\_\_\_  
Emergency contact #2: home/work \_\_\_\_\_ cell \_\_\_\_\_  
Emergency contact #3: home/work \_\_\_\_\_ cell \_\_\_\_\_

**DO NOT HESITATE TO GIVE EPINEPHRINE!**

COMMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Doctor's Signature/Date

\_\_\_\_\_  
Parent's Signature (for individuals under age 18 yrs)/Date

*Adapted from J Allergy Clin Immunol 1998;102:173-176 and J Allergy Clin Immunol 2006;117:367-377*