

# Parent-Student Operational Policy & Handbook



*Oak Hill Montessori School*

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Dear Parents,

Welcome to Oak Hill Montessori School where we offer quality, year-round education to children from 18 months to Elementary. We hope that you will find the Parent-Student Handbook of value. Our intention is to communicate as clearly as possible what we can expect of each other and to eliminate the frustration and disappointment that results when unstated expectations go unmet.

We are committed to providing the best possible service to our children and parents. The Montessori philosophy of education and care fosters and supports the development of the child. This philosophy allows freedom of choice gained through the child's choice of appropriate material and level of participation.

OHMS Objectives:

- To provide developmentally appropriate practices. This includes experiences that meet the needs of the individual child within the environment by providing for the active exploration and self-discovery. Such practice promotes each child's self-esteem and positive attitude toward future learning.
- For children to develop to their fullest potential in all areas: Language, creative development, intellectual, social and emotional development.
- Staff will have sensitive, responsive interactions with all children. All children will be treated equally and with sensitivity regardless of their race, religion, gender or special needs.
- Staff will work together to provide for a safe, healthy, pleasant and educational environment for children and their families. The team approach allows for a balanced program and continuity of policy implementation.

We promote and invite open communication between parents and the school; this Parent-Student Handbook is part of our effort. We also encourage parents to reinforce at home what the child has learned at school. We welcome you and your children to come grow with us.

Sincerely,

Oak Hill Montessori School Administration

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## SECTION 1-INTRODUCTION

The Student-Parent Handbook is comprehensive. It is our goal to include information that you find helpful and clear. Please keep this handbook in a place where it can be easily referenced. We reserve the right to periodically update the contents of this handbook.

### What can parents expect of the school academically?

As a Montessori school, we are different from traditional schools. Our first commitment is to the multi-dimensional development of the child. We guide each child to think for their self. Cognitive development and a solid academic foundation are important, yet they represent only one dimension of our desire for your child. Equally significant is your child's social, emotional, spiritual and physical development.

Children are given choices and freedom, within limits, during the school day. The choices a child makes and the accompanying responsibilities influence the emerging character of your child. Significant emphasis is placed upon community. Younger children learn by serving their small community (school). We treat each child with dignity and respect. **With freedom comes responsibility to their self, to others, and to the community as a whole.**

### What can parents expect from Administration?

In your interactions with administration, you can expect professional, courteous and business-like conduct as well as mutually respectful communication. You can expect integrity; we focus on the needs of the individual child in harmony with the life of the school as a whole; mission-driven decisions embodying good stewardship and responsible management. We have an open door policy and welcome your feedback.

### Motto

Guiding one heart, one mind, one child at a time.

### Logo

Our logo is a single Oak tree which symbolizes strength. The Oak tree begins life as a single acorn and blossoms into a beautiful, solid tree with numerous branches bearing fruit. The acorn is symbolic for our students that, through Montessori education and enrichment, will blossom into beautiful well rounded adults that bear knowledge.

### Mission Statement

The Oak Hill Montessori School is consistent with the philosophy and mission of Dr. Maria Montessori and her work with children. Our primary goal is to help each child reach their full potential in all areas of life.

### Policy of Non-Discrimination

The Montessori philosophy embraces diversity. Oak Hill Montessori School (hereafter referred to as OHMS) does not discriminate on the basis of race, color, sex, creed, national or ethnic origin, etc. in the administration, hiring, educational policies, and other school administered programs.

### Confidentiality

To ensure the respect and privacy for children, families, and staff in dealing with all areas of running the school, only those required to know for the performance of their duties will have access to confidential information. Staff, substitutes and parents or guardians at OHMS are expected to respect the privacy of each child, family and staff member. All must maintain confidentiality with information that may come to them during the course of the day.

Access to each child's records will only be given to:

- Members of the permanent staff working with that child
- A substitute teacher working with that child, if necessary
- The Head of School, Director(s) and Ownership
- A member of the Texas Department of Family and Protective Services
- The parents or guardians of that child

Information regarding children will be given to the following people only after WRITTEN AUTHORIZATION has been received from the parent of guardian:

- Office of the school where the child is or will subsequently attend
- Specialist working with a child in or outside of the school

No phone caller or any person unknown to the staff is ever told that a particular child is enrolled at the school or whether he/she is at school that day.

Each child's records will be kept for a minimum of three months after the child has left the school. Names, Addresses and Phone Numbers of parents, students or staff will only be given out with permission from the parent or legal guardian.

## SECTION 2-ENROLLMENT

### Registration and Supply Fees

Registration and Supply Fee for the regular school year is paid annually or semi-annually. Parents may pay in full at the time of enrollment or may break the fees into two payments: **1) the first installment must be turned in with the contract and; 2) the second installment must be paid no later than August 1st.** It is the responsibility of the parent to make sure all fees are paid regardless of whether the child attends the summer semester or not.

Summer students pay a R/S fee which is due at time of enrollment in the summer semester.

***THESE FEES ARE NON-REFUNDABLE AND NON-TRANSFERABLE.***

Please keep in mind, if a specific program is full at the time we receive your contract your child will be placed on a waiting list and will be admitted as space becomes available. Your first installment of your Registration and Supply fee will serve as a deposit and will later be credited to your account.

### Re-Enrollment

Invitations to continue at OHMS are normally automatic but not guaranteed. Decisions are made by the administration and faculty based on the annual review of the student's progress, social and emotional development along with attitudes and values expressed by parents. As always, our goal is to help each child and family find the perfect match between the student, home and school.

Re-enrollment material will be distributed in early spring and is due back by the deadline specified along with the applicable registration and supply fees. **Contracts will not be accepted without the first installment of the R/S.** If the school has not received the re-enrollment forms and fees by the deadline we will assume the child is not returning and make his/her space available to another child on the waiting list.

### Tuition

Tuition is payable at the first of each month regardless of a student's attendance. Payments can be made through our automatic bank draft program, cash payment or personal check. OHMS began accepting Visa and Mastercard in 2015. Additional fees apply. Cash payments will be acknowledged by a receipt. **Please have exact change**



**when paying tuition in cash.** Monthly statements detailing tuition and any additional charges will be placed in student take home folders. Please pay tuition separately from any other fees that may be due such as fundraisers, special lunches, etc.

OHMS is completely reliant on tuition payments as its principal source of income and our financial stability is dependent upon full receipt of tuition payments. When you withdraw your child for weeks or months our fixed costs do not diminish.

Understandably, tuition payments are the basis for running the school as well as funding the cost of salaries, curriculum, training and operating costs.

### Accounts Receivable Policy

If any family has not met their monthly obligation (plus any other fee or charges incurred) by the 10<sup>th</sup> day of the month due, a late fee of \$50 will be applied. If by the 10<sup>th</sup> day of the month following the delinquent month, a zero balance has not been attained, administration has the option to remove the family from the school. All families are required to have a zero balance as of August 1<sup>st</sup> for admittance for the new school year.

In case of personal emergency or hardship, it is the responsibility of the family to notify administration.

***Your tuition payment is not subject to a refund and the obligation to pay full tuition will not be cancelled through absence. A thirty day written notice is required.***

### Discounts

- A sibling discount of 10% will be applied towards the tuition of the sibling whose tuition is less. A third sibling discount of 15% will be applied to their tuition. Students must be enrolled in the 5 Extended Day program to qualify for this discount.
- If parents choose to pay in full, a 7% discount is applied.
- Discounts may not be combined.

### Referrals

When you refer a student to OHMS you will receive a credit on your account after they have been enrolled for three months. See Administration for details. There is not a limit to the number of times you can receive the credit. By doing this, advertising funds will go to OHMS parents rather than outside companies. We like this idea and hope that you do too.

### Early Drop-Ins

Students that arrive before 7:00am will not be allowed in the building until the school opens. Our staff that arrive early are busy preparing for the school day and cannot meet the needs of the children until 7:00am.

### Late Pick Up 12:00, 3:00 and/or 6:00pm.

A late fee of \$15.00 for the first five minutes and \$2.00 per minute for any additional time will be charged if your child is picked up late after their scheduled departure time. These fees must be paid within one week of the time services are rendered.

### Withdrawal

A thirty-day written notice is required to withdraw your child otherwise the following month's tuition will be due. Registration and Supply Fees are non-refundable.

### Dismissal

OHMS reserves the right to discontinue service for any student. These decisions will be made based on the child's ability to succeed in the environment. Furthermore, if the student presents a danger to him/herself, the teacher, or other students or if their needs are out of the range of what OHMS is able to provide, we reserve the right to ask the family to make alternative arrangements.

## SECTION 3- GENERAL INFORMATION

### School Hours

Monday-Friday 7:00am-6:00pm

**\*\*\*School begins promptly at 8:00 am\*\*\***

Program	Earliest Drop Off	Latest Pick Up
Morning Only	7:45am	12:00pm
Full Day	7:45am	3:00pm
ALL Extended Day	7:00am	6:00pm

### Sign In/Out

OHMS requires that all students are signed in/out daily. Your child/children must be signed in before they have entered the classroom and signed out before they are picked up. These records remain part of the student's permanent student file records.

### Morning Carpool

OHMS offers carpool service to all of our students, please utilize this service. Morning carpool is from 7:00am to 8:15am. Be certain that you pull up into the first position whenever possible to allow for the unloading of two cars at once. Never allow a child to exit the car without the assistance of the teacher during carpool.

All children will be greeted at the car by one of the staff members and escorted to their classroom. Through years of experience, we have found that the students do much better leaving parents at the car rather than having the parents leave them at the classroom door. It is difficult to break the habit of walking your child into the building and to the classroom. Walking students to the room only delays the moment of separation, and it is usually more difficult on both the child and the parent. Leaving your vehicle in the drive to walk a student in also creates traffic problems for others. If you do come into the school, please park in the parking lot.

### Afternoon Carpool

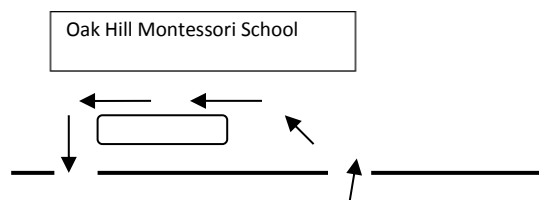
Our carpool for Morning only students is from 12:00 Noon to 12:15, and carpool for Full Day students is from 3:00 to 3:15.

Again, please be certain that you pull up to the first position to help prevent congestion. Never allow a child to exit the car without the assistance of the teacher during carpool.

Students not picked up in a timely manner will return to class and a fee will be charged.

Our primary concern is the safety of our students. Please exercise extreme caution when entering and exiting our parking lot to ensure the safety of our children. Children should never be left unattended in a vehicle or the parking lot. Do not allow children to walk between or in front of cars. All children not participating in carpool must be accompanied by an adult at the time of sign in and sign out.

The diagram below will enable us to maintain a smooth flow of traffic during times for loading and unloading. Please be careful not to block the entrance and exit.



If it is necessary for you to come in, please park in the parking lot so that the carpool line will not be blocked.

### ***Why Arrive on Time?***

The Oak Hill Montessori School is neither a baby-sitting service nor a play school. Rather, it is a unique cycle of learning designed to take advantage of the child's sensitive years between the ages of 18 months through elementary when they can absorb information from an enriched environment.

We cannot stress enough the importance of children arriving on time, as the beginning of the day sets the tone for the classroom. We ask for your cooperation in ensuring that your child has the opportunity to begin his/her work cycle at the start of the class.

***Please have your children at school no later than 8:00 am. It's unfair to the classroom and working students for the constant interruptions.***

### Late Drop Off

All children should arrive by 8:15 am each day. After 8:15am it will be necessary for you to park in the parking lot and come in with your child. We do not recommend parents escorting their child into the classroom. You may walk them to the door and allow the child to enter quietly. If the child is visibly upset we respectfully request that you allow an OHMS staff member to escort them to class. This policy minimizes the effect on both your child and the rest of the students in the classroom environment. A prolonged good-bye only makes the separation more difficult and leaves the child feeling uneasy when the parent shows reluctance in leaving. **Feel free to call the office for reassurance that your child has settled in and is adjusting well.**

### Departure

Departure time for Morning Only students is 12:00 Noon. Departure time for Full Day students is 3:00pm. The latest departure time for Extended Day students is 6:00pm. Parents of Extended Day students that arrive between 5:30 and 6:00pm go to the activity room to get their children. Extended Day parents that arrive before 5:30pm should check with the office to see where their child's class is located. Students may be on the playground, in the courtyard, in the classroom, etc. All students will be released to parents and/or designee with proper identification. A sign-out/check-off system is used.

### Authorized Pick Ups

Any person(s) not on the child's authorized pick up list must check in with the office and provide his/her driver's license to be photocopied. Parents must contact the office BEFORE noon letting the administration know a person not on the pick-up list will be coming. Doing so allows adequate time to notify all staff.

## **SECTION 4- STARTING SCHOOL**

### **Transitions-First Day**

Many young children and their parents feel a bit nervous when they leave one another in an unfamiliar situation. Both the child and the parent may shed a few tears and this is to be expected. To ease any anxieties, we suggest you do the following:

- Drive by OHMS multiple times and point out his/her new school;
- Bring your child to the school to familiarize them with their new environment;
- Reassure your child by talking with them about their new school, the new friends they will meet and the fun things they will learn.

Prior to the first full day of school we require each child to complete a week of transitions to ensure he/she is comfortable in the new environment. Details addressed in a later section.

### **Separation Tips for Saying “Good Bye”**

Initially it can be difficult for parents and young children to say good-bye. We have found that a short and positive good-bye is easiest for the child. We encourage parents to utilize our carpool system. If you must park and come in, we do not recommend parents escorting their child into the classroom. You may walk them to the door and allow the child to enter quietly. If the child is visibly upset when signing in at the office, we respectfully request that you allow an OHMS staff member to escort them to class. This minimizes the distractions in the classroom environment. A prolonged good-bye only makes the separation more difficult and leaves the child feeling uneasy when the parent shows reluctance in leaving. **Feel free to call the office for reassurance that your child has settled in and is adjusting well.**

## **SECTION 5-STUDENT LIFE**

### **Characteristics of the Classroom**

There is always a busy hum of activity in the classroom. All activity, however, is guided by a respect for the teacher, a respect of the work of others, and a respect for the materials themselves.

The classroom offers the child the opportunity to choose from a wide variety of graded materials. Having children of mixed age groups provides the younger children with a graded series of models for imitation, and the older students an opportunity to reinforce their own knowledge by helping the younger ones. Older students develop leadership skills during this time.

The teacher is a very keen observer of the individual interests and needs of each student. She demonstrates the correct use of materials as they are individually chosen by the students. She notes the progress of each child and keeps a record of his/her work with the material. She is trained to recognize periods of readiness.

Because the students work individually with the materials, there is no competition in the classroom. Each student relates only to their own previous work, and their progress is not compared to the achievements of other students. We feel that competition in education should be introduced only after the student has gained use of the basic skills. This competition usually begins to develop with the student in the first grade. The use of individual materials permits a varied pace that accommodates many levels of ability in the classroom. Preschool children mature at very different rates and their periods of readiness for academic subjects vary a great deal. We believe that learning experiences should occur naturally and joyfully at the proper moments for each individual student.

### **Transitions-New Classroom**

When a teacher senses a child may be ready to move up to an older level class, the teacher goes to Administration and lets them know. Together the teacher and Administration will look at enrollment and identify a classroom that meets the child's needs. After consultation, the new teacher goes to the student's present room and introduces self. The next day, the new teacher brings work and presents the work to student in the child's current classroom. If the child is comfortable the third day, the present teacher and student go to the new class. The present teacher will stay with the student for 20-30 minutes and then both return to the classroom. The fourth day, if the student is comfortable, the present teacher stays with the student in the new classroom.

for 5-10 minutes and then asks the student if they would like to stay and work in the new environment. The teacher lets the student know that she is returning to the old classroom. The child may return to the old classroom with the teacher if not comfortable in the new environment. This process continues (expanding the time of the visits) until the student feels comfortable in the new classroom. The student makes the decision when the permanent transition is made. Every child is different; therefore, we adjust the transition schedule accordingly.

## Food

Meal times are a social experience and an opportunity to refine manners. It is a time to enjoy pleasant conversation and food. The children's work at school is directly affected by the nutritional quality of their meals. Teaching our children the importance of good eating habits while they are very young will benefit them for the rest of their lives. OHMS provides a morning and afternoon snack. Parents have the option of sending a lunch or utilizing our food delivery service program.

Those students that opt to bring their own lunch must bring their lunch in a clearly labeled container. Please be sure and label all containers, utensils, etc. as they can easily be lost or misplaced in a group setting. Parents are asked to send nutritional food in proportions that are appropriate for their child. OHMS is not responsible for the nutritional content of your child's food. If food is in the proper containers we will return any uneaten food so you will know how much your child has eaten. Please do not send any food or soft drinks containing sugar such as soda, candy, or gum. Always include a cold pack to ensure freshness. We are able to microwave meals but please limit what you send to foods that can be heated in a minute or less.

## Food Delivery Service Program

Local vendors deliver food to OHMS Monday thru Friday. Parents that participate in this program must order lunches for two months at a time. The lunch order form must be turned in by the stated deadline. Multiple changes and late additions create confusion and result in incorrect lunch orders. Please help us by adhering to this policy. We want to be sure your child receives the correct lunch.

## Allergies

Any food allergies must be listed on your child's enrollment form. Any and all changes regarding food or allergy restrictions must be put in writing. Administration will post and distribute the information so that all staff members have access to it.



### Snacks

OHMS provides one daily snack for morning only students and two snacks daily to all children enrolled in the extended day program. A list of snacks served is posted on the school bulletin board for parents to review.

### Holidays

School holidays have been scheduled to coincide with local public school holidays in most cases. However, a copy of The Oak Hill Montessori School calendar is available on our website and should be referred to for actual holiday designation.

### Birthdays

Children love to celebrate their birthdays with friends. The Celebration of Life is a special ceremony in which we tell the class the story of the birth and life of a child at OHMS. Parents may send pictures or children may make a poster timeline of their lives to date with pictures representing each year of life. This will be on display in the classroom during their birthday week.

### Parties/Celebrations

Class parties/celebrations are held for the following occasions: Thanksgiving Day Feast, Christmas, Valentine's Day, and Easter. Parents may wish to provide a healthy refreshment or snack for these special events. A parent volunteer will contact you when help is needed. Parents will be invited to attend certain celebrations. We do ask parents to be mindful of the difficulties associated with separation from their little ones. If parents choose to attend a celebration and their child is visibly upset it is at the discretion of OHMS to request that the child leave for the day. We want to limit traumatic experiences whenever possible.

### Extra-Curricular Activities

We are pleased to offer a variety of activities through our program at The Oak Hill Montessori School. Qualified instructors from the private sector have been selected to provide these special activities to those choosing to participate. Information concerning enrollment is available in the office. There are additional fees for these activities. These activities are scheduled to not interrupt the academic day.

## Minimum Standard Rules for Licensed Child Care Centers

A frequent question time and again relates to classroom size and teacher student ratio. Therefore, we have copied and pasted a section from the Minimum Standards.

### **Minimum Standards for Child-Care Centers Child/Caregiver Ratios and Group Sizes Classroom Ratios and Group Sizes for Centers Licensed To Care for 13 or More Children How many children may one caregiver supervise?**

*Subchapter E, Child/Caregiver Ratios and Group Sizes  
Division 2, Classroom Ratios and Group Sizes for Centers Licensed to Care for 13 or More  
Children*

Medium-High-The classroom ratio is the number of children one caregiver may supervise and is shown in the following chart. The classroom ratio is based on the specified age of the children in the group, unless otherwise stated in this subchapter: If the specified age of the children in group is...	Then the maximum number of children one caregiver may supervise is....
0-11 months	4
12-17 months	5
18-23 months	9
2 years	11
3 years	15
4 years	18
5 years	22
6-8 years	26
9-13 years	26

### Personal Items

Toys may not be brought to school. On the off chance that a toy is brought into the classroom environment, it will be placed in the office until the end of the day. Parents may pick these items up when they pick up their child.

We do however welcome items of educational value to be shared with the class on Fridays, "show and tell day". Again, please leave toys at home. Your child will be disappointed when they are unable to share at the designated time. Pictures or souvenirs from vacations, items from their collections and things found in nature all make for great discussions. If you have any questions about things to bring you may

contact your child's teacher by calling the school or through email. Administration is also available to answer questions.

### Uniform Policy

OHMS students wear uniforms. The Montessori classroom is a prepared environment. The materials, furniture, the minimal pictures and posters, the books and music have all been selected to create a space, which is conducive to concentration, higher level thinking and creative expression. The uniform clothing, worn by the children, then becomes part of the environment and does not become a distraction.

Just as we would not hang posters on the wall of popular movies, TV or video themes, we ask that you also reserve light up shoes or clothing with such depictions for use outside of the school.

Please dress your child according to the dress code listed below. If your child takes a nap, please also see the section at the end.

- Uniforms must be purchased from the OHMS PTO uniform shop located in the office.
- Polo style shirts in navy, hunter green, red or white, and white peter pan collared shirt (girls only) are to be worn daily to school. They must be embroidered with the OHMS logo.
- **OHMS T-Shirts may be worn each day during the summer semester.** From the beginning of June until the end of summer semester, OHMS T-shirts may be worn any day.
- OHMS cardigans may be worn on cool days as a jacket over the appropriate school shirt.
- Jumpers may be purchased from the uniform shop. They must have the OHMS logo on them.
- Shorts must be worn under all skirts and jumpers.
- Shorts, pants, skorts, and skirts in khaki or navy blue can be purchased from the uniform shop as well.
- **If your child is potty training,** please have your child wear clothing that has an elasticized waist. We are developing independence and clothing must be easy for the child to pull down and up.
- **After your child is fully potty trained,** please buy clothing that is easy to pull down and up so your child can continue the independence development.
- Tennis shoes are to be worn. Other shoes can be worn if they have rubber soles that grip. (The rubber soles will help students when they climb on

playground equipment.) Some shoes with *extremely* thick soles are very difficult for children to walk or play in. Students may not wear cowboy boots, sandals, flip-flops, character shoes, shoes that light up, make noise (jingle etc.) or anything that distracts from the student's academic learning. This should be considered when purchasing school shoes.

- Elementary students will wear their shirts tucked inside their shorts or pants. If the shorts or pants have belt loops, a belt must be worn.
- Watches, necklaces & bracelets are not allowed. Girls may wear earrings which fit close to the ear. Earrings that dangle, or have a loop are not allowed. These items distract from the student's academic environment.
- Temporary "tattoos" are not to be worn to school.
- On a day when a child needs to bring an extra bag for dance or gymnastics, please use the OHMS tote bag or a Ziploc bag small enough to fit in their bin.
- **Backpacks are not allowed at OHMS. An OHMS tote must be used to transport your child's belongings to and from school each day. These bags are available for purchase in the office.** All proceeds benefit the OHMS elementary classroom.

Certain shoes can not only be dangerous on climbing equipment but they can also hinder the child's participation in running and climbing activities that are important for their fitness and/or are a distraction in the class room.

Children will have outdoor playtime each day as the weather permits, so please consider this when selecting clothes for each day. All outer garments such as sweaters, jackets, caps, and gloves should be clearly marked with the child's name.

All children, regardless of age, should have a complete change of clothes at school. Details to be addressed in a later section. Please send the following, labeled with your child's name, to leave in their bin: underwear, pants, shirt, and socks. This supply should be maintained to ensure your child always has a change of clothes on hand appropriate for the season.

### Uniform Resale Policy

The Oak Hill Montessori School Parent-Teacher Organization (OHMS PTO) offers an onsite uniform resale store. This is the perfect place to purchase gently used uniforms. You may also **sell** outgrown things (you really do get money back for items in good condition). The store was established to benefit everyone!

You may turn in uniforms that your child can no longer wear to the office at any time. Please indicate whether you are donating the items to the OHMS PTO or if you would like for them to be considered for buyback.

An OHMS staff member will review the items and issue parents a check for clothing in good condition. As you can imagine, our staff is busy meeting the needs of many students and parents. Please allow one week for the clothing to be processed.

### **Clothes must be:**

1. **Clean & free of stains**
2. **On hangers and ironed if necessary**
3. **In good condition**
4. **Must not have holes or stains**
5. **Uniforms must be turned in to the office labeled with your child's name; this will allow us to give you your refund.**

### **What Children Need at School**

#### **Pre-School**

- Ample supply of diapers and/or pull ups
- Diaper cream and/or baby powder (if used)-Must have name and medicine authorization form on file
- At least 2 changes of clothing labeled and in gallon zip lock bag(including socks and shoes)
- A fitted crib sheet and blanket

#### **Primary**

- At least 2 changes of clothing labeled and in gallon zip lock bag or plastic grocery bag(including sock and shoes)
- A fitted crib sheet and blanket

#### **Change of Clothes**

While accidents do happen, they are sometimes embarrassing to the child. We want to minimize the effect this has on the child. As a result, we ask that all changes of clothing be up to uniform code as well. All clothing should be labeled

## Nap/Non-Nap

**Children who are under the age of 5 are required by Texas State Law to have a “rest period”.** Although we realize that children do not all require the same amount of sleep, the school policy stipulates that all children, whether a nap student or non-nap student rest for a minimum of thirty minutes.

### Nap

- Nap things should consist of 1 fitted, knit crib sheet (the kind with elastic all the way around the edge works the best), and 1 thin blanket. These things should be labeled with the child’s name, and should fit in OHMS tote. These should be taken home at the end of every week to be laundered.
- Roll-up nap mats, sleeping bags, pillows and large bed quilts and blankets are not allowed due to limited size of the cubbies.
- Dolls and stuffed animals are to be left at home.
- The school will provide vinyl rest mats for children who take naps and non-nappers for the designated rest period.

### Non-Nap

Children in the three to six year old classes who no longer require a nap are given the option of being a non-nap student. During the time immediately following lunch, this group of children will enjoy a rest period, followed by outdoor play and/or organized activities. In order to participate in this group, this must be indicated on the signed enrollment contract or we must receive a note from home requesting that the child not be required to nap. However, should a non-nap student appear tired and uncooperative during this part of the day, a staff member may suggest that he lie down until he is rested.

## Lost and Found

All items lost will be kept in a “lost and found” bin outside the office for one month. Unclaimed items will be placed in the school’s community clothing or donated to charity.

## Water Activities

On the OHMS Enrollment Agreement, parents have the opportunity to choose if their child participates in water activities. Our water activities include water sprinklers and play with water tables. Parents may deny permission for their child to participate in any

water activity. At OHMS we have water-play days only during summer school, weather permitting. Administration will communicate with parents regarding the summer schedule and the days when water activities are offered. Children are required to wear swimming suits under their clothing. Parents are asked to apply sun block BEFORE dropping their child off. It will be applied again during the time of water play. Children will be responsible for bringing a towel, water shoes and a complete change of clothing including underwear; please make sure everything is properly labeled.

### Class Placement

Our goal is to place each child in a class that will provide the best learning environment. Administration, in consultation with teachers, decide a student's placement. Placement decisions can be complex involving many factors relative to balancing class size, gender, ages, and maintaining close social relationships when appropriate. Because of the complexity of this process, teachers do not recommend placements to parents and parents are discouraged from asking for specific placements. Parents are encouraged to write letters to the Administration outlining concerns for their child's needs and every effort will be made to accommodate the request.

### School Pictures

Individual pictures of the children will be taken twice a year (spring and fall) along with a group picture of each class. Notice will be given prior to the day pictures are taken and at the time they are available. In the enrollment agreement there is a place for photo authorizations. If parents are interested in granting the school permission to take pictures of their child through the year they should indicate this in the provided blank. No photos will be used for advertising purposes without the prior consent of the parents. However, consent does authorize distribution of pictures to parents of children in your child's class.

### Outdoor Play

Maintaining compliance with minimum standards for the state of Texas, students will have no less than one half hour of outdoor play in the morning and one half hour of outdoor play in the afternoon, weather permitting. On inclement weather days, students will engage in physical activities inside the classroom as a substitute for outdoor play. During warmer months sunscreen should be applied BEFORE coming to school.

### Transportation

Kindergarten and Elementary students are the only children that ride in school vehicles. In the event of an emergency, OHMS will transport your child ONLY if you have given authorization on the enrollment agreement.

### Prayer/Pledge of Allegiance

OHMS students say a brief prayer and recite the Pledge of Allegiance. If parents prefer for their child not to participate in prayer and/or the Pledge of Allegiance please notify the administration and we will gladly accommodate. OHMS is not affiliated with any one religion and encourages the study and respect of all beliefs.

The Prayer recited in the classroom is as follows: *“God is great, God is good. Let us thank Him for our food. Amen.”*



## **SECTION 6-ATTENDANCE**

### **Attendance and Tardiness**

All OHMS students, even our youngest, are expected to attend school as scheduled. Nothing is more disruptive to a child's education than irregular attendance. Consistency and routine are important to every child's development, but especially toddler and preschool students who may experience anxiety. Understandably, late arrivals can be extremely disruptive and inconsiderate to the class and the teacher.

Classes begin promptly at 8:00am. The Montessori philosophy emphasizes the importance of uninterrupted hours of work time. As such, children arriving after the start of the class are disruptive to the classroom environment and deprived of valuable learning time and lessons. In the event your child arrives late, please bring your child to the front office and check them in.

### **Scheduling Doctor Appointments & Other Appointments**

We understand that sometimes, appointments arise that require your child to be absent from school. If your child has a doctor's appointment or other appointment, we ask that you try to schedule it first thing in the morning so the child will be able to attend as much of the school day as possible. If the appointment is scheduled in the afternoon, we ask that the child does not return to school until the following day. Bringing a child back after an afternoon appointment is confusing to the child. This also disrupts the daily routine and may disrupt the routine of the classroom.

### **Absences**

Regular school attendance is extremely important. Although our Montessori programs are individualized, a child's success is contingent upon consistency and continuous progress. Every time a child misses school for whatever reason, there is a period of readjustment while the child gets back into their work routine. The longer the absence, the more detrimental it becomes to their educational development. If for any reason, a student will not be attending a regular school day, parents should report the absence by 9:00am to the office 903-561-1002. **We love your children and worry when they are absent.**

***No refunds will be given for absences due to illness, vacation or school closings.***

## School Closures

If severe weather conditions make travel hazardous, school may be postponed, closed early or canceled. OHMS follows the guidelines of Tyler Independent School District for school closings. Notifications will go out with as much advanced notice as possible.

## **SECTION 7-COMMUNICATION**

### Communication

Communication is the primary medium of interaction between the school and parents, faculty/staff, and other members of the school community. Good communication is key to a successful school-family relationship.

The Administration manages all aspects of internal and external communications for OHMS and has responsibilities that include:

- Oversight of all publications including newsletters and invitations, marketing materials.
- Maintenance of the school's database and confidential records
- Monitoring and updating of the school's website: [www.oakhillschooltyler.com](http://www.oakhillschooltyler.com)
- Monitoring and updating the school's Facebook and other social media.

Communication between OHMS Administration and OHMS Parents comes in many forms. In order to keep abreast of current school information, we encourage all parents and staff members to be sure and check your student take home folders and email daily.

Questions, concerns, or suggestions pertaining to the school's forms of communication should be directed to Administration 903-561-1002.

### Changes in Pertinent Information

As part of the enrollment process, all parents/legal guardians are required to furnish information about their child and others who are authorized to make decisions on their behalf. Please be sure to notify the office, IN WRITING, of any changes that may occur during the course of the school year. These changes include: marital status, address, cell or home phone numbers, email, employer, contact names, child's living arrangements, and child's health records including: newly administered immunizations, vision/hearing test results, professional evaluation results/recommendations, allergies, authorized emergency contacts and authorized persons allowed to pick up your child.

## Parent Participation

Parents, Grandparents all and family members are encouraged to become involved with the activities of the school. After all, you were your child's first teacher, and your continued involvement in his education is very important. There are a number of ways in which you can be a part of our program at **The Oak Hill Montessori School**. Below are opportunities for our families to become involved with the OHMS community.

- Listen to children read as a reading volunteer
- Serve as a resource person in your area of interest or expertise
- Accompany groups on field trips in the Kindergarten and the Elementary School.
- Assist with the work of The Oak Hill Montessori School Parent Teacher Organization.

## OHMS Parent-Teacher Organization

The OHMS Parent Teacher Organization's purpose is to support the education of children at the Oak Hill Montessori School by fostering relationships among school administrators, parents and teachers. Students benefit best from cooperative, consistent partnership between home and school. OHMS PTO invites all parents and staff to become active members.

## Custody Issues

The school will require a copy of court mandated custody agreement in the even custody for a child's parent or legal guardian is modified or restricted.

## Open Door Policy

All parents are welcome to schedule a time to observe their child's classroom. Additionally, parents are welcome to observe through the classroom doors during school hours. Please be mindful the classroom will not function as it normally does when a visitor is introduced to the environment. Open communication between staff members and parents is essential. If, at any time, questions or concerns arise, we urge parents to bring these to the attention of the classroom teacher and the administrative staff. All parties will do their best to find appropriate resolution the situation in the timeliest manner possible.

## Teacher Notes

Our teachers are in the classroom engaging with your children, they are not in front of a computer checking email. If you have an immediate need and wish to communicate with a member of the school staff, please send an email to administration or a note. If you choose to write the teacher a note a member of our administrative team will deliver your request by 9am. **PLEASE DO NOT SEND NOTES IN LUNCHBOXES, ETC.** Any communication requiring a follow up will receive a response within a 24 hour period if the staff member is in attendance the day the note is received. If you have a need that does not require immediate attention please feel free to contact your child's teacher through their school email. Please refrain from contacting your child's teacher at home to discuss school business. Our teachers are extremely dedicated to your children but they also have families that require their undivided attention. Requests for conferences should be made through administration. When making a request for a meeting with a faculty member, please include the reason for the meeting, a requested time and a contact number. We will do our best to schedule a time that works for everyone. Again, we want to hear from you.

**For the safety of the classroom as well as respect for the children, we DO NOT permit parents to interrupt a class to conference with a teacher before, after, or during drop off.**

## Administration Emails

Parents should feel free to use this method to communicate with teachers and administration. Under most circumstances you should expect to receive a response to your email by the end of the next school day. It is helpful if you indicate the kind of response you are expecting, i.e. an answer to a question, confirmation that you have received information, finding time to have a meeting, etc. If it is a pressing matter or several days have gone by without a response, please follow up with a telephone message. Occasionally emails do not reach their intended recipients. It is important for staff and parents to remember that there is no expectation of privacy in OHMS's mail system. Any email sent or received in our system can be retrieved through the email server and viewed by technology support and/or administration. In addition, please be aware that all emails regarding a student become part of a student's record. Parents that do not have a computer or prefer to call are welcome to! Again, we want to hear from you.

### Administration Emails:

Administration:

Jessica Quijano, Office Manager: [jquijano@oakhillschooltyler.com](mailto:jquijano@oakhillschooltyler.com)

Louise Dyer, Head of School: [directress@oakhillschooltyler.com](mailto:directress@oakhillschooltyler.com);  
[ofmontessori@aol.com](mailto:ofmontessori@aol.com)

Amy Dyer, Administrator/Owner: [ald269@aol.com](mailto:ald269@aol.com)

### Teachers Emails:

Room 301: [301@oakhillschooltyler.com](mailto:301@oakhillschooltyler.com)

Room 302: [302@oakhillschooltyler.com](mailto:302@oakhillschooltyler.com)

Room 303: [303@oakhillschooltyler.com](mailto:303@oakhillschooltyler.com)

Room 304: [304@oakhillschooltyler.com](mailto:304@oakhillschooltyler.com)

Room 305: [305@oakhillschooltyler.com](mailto:305@oakhillschooltyler.com)

Room 306: [306@oakhillschooltyler.com](mailto:306@oakhillschooltyler.com)

Room 405: [405@oakhillschooltyler.com](mailto:405@oakhillschooltyler.com)

Room 407: [407@oakhillschooltyler.com](mailto:407@oakhillschooltyler.com)

Room 408: [408@oakhillschooltyler.com](mailto:408@oakhillschooltyler.com)

### Calendar

Every family is given a hard copy of the school calendar and it is also linked on our website. While we do not anticipate changes in the school calendar, we do reserve the right to make changes. If this should occur, parents will be notified in a timely manner so that other arrangements can be made.

### Newsletter

Spotlight on the Hill is distributed monthly to all parents. The newsletter is written by the OHMS Administration and is an excellent way to stay abreast of upcoming events, activities taking place on campus, reminders, parent participation opportunities, etc.

### Social Media

Social media is another way for us to engage and communicate as a community. Facebook and Pinterest provide excellent opportunities to connect with families and share information rapidly.

### Parent-Teacher Conferences

Conferences occur once in the fall and once in the spring. As there are no written evaluations or report cards sent home, it is important to discuss your child's progress AT LEAST twice per year. Teachers do maintain permanent student work reports that become part of your child's file. Parents are free to arrange a conference outside of these two dates at any time during the year.

### Classroom Observations

We encourage you to visit your child's classroom any time after the first eight weeks if your child is older than 3 years of age... (Younger students think that it is "time to go home" when they see you at school.) Please come by the office to register and to pick up your observation checklist. Your visit should be limited to 15-20 minutes, and you should be prepared for your child's behavior to be anything other than typical while you are there.

### Student Take Home Folders

Be sure and check your child's folder daily. Newsletters, tuition statements and receipts, birthday invitations and notes from administration/ teachers may be in the folder.

## **SECTION 8- THE CHILD'S HEALTH**

### **Necessary Records**

Students **will not be able to attend school** until we have all of the necessary forms on file, including:

- Enrollment Agreement
- Signed Contract
- Hearing and Vision
- Immunization Record including Physician's Statement of Health
- Signed Parent Handbook Return Form
- Copy of Driver's License

These records will ensure that we have all of the information necessary to handle any emergencies involving your child expeditiously. Please be sure these forms are updated at all times, especially with phone numbers where parents can be reached.

### **Hearing and Vision**

Once a year, often in October, an outside service performs vision and hearing screenings at OHMS for children requiring screening as outlined by the state of Texas. Results from the screening are distributed to parents once received. Fees for this testing must be turning in to the office by the stated deadline.

### **Incident/Accident Reports**

In the event that your child is seriously hurt at school you will be immediately contacted at the numbers provided on your enrollment agreement. If your child sustains a minor injury at school, we will administer first aid and prepare an accident/incident report with detailed information of the injury and care given. If the accident/incident involves a bump to the head, we will administer first aid, prepare an accident/incident report and give you a phone call to inform you of the incident. Accident/incident reports require a parent's signature and are to be returned to school the following day. Once returned, office staff will photocopy and provide you with a copy. You may call the school to discuss the contents of the report. As required in the Texas Department of Family and Protective Services Child Care Minimum Standards, severe injuries that require medical attention must be reported to TDFPS licensing with 48 hours of the injury. This report results in an investigation of the accident and an interview of all involved, including the child. We cannot prevent the state from interviewing your child but we notify you that this will occur.

## Illnesses

The Oak Hill Montessori School knows that you are a responsible parent and would not send your child to school if there were any signs of illness. Doing so protects your child helps us to maintain the healthiest environment possible for ALL children at OHMS. So, when your child is ill, we know that he/she will be at home.

If the child develops symptoms of illness while at school, parents will be notified and asked to pick their child up. Circumstances that require a child to be removed from the classroom are as follows:

- Symptoms preventing comfortable participation in activities
- Symptoms requiring a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children.

If the child has any of the following:

- Oral temperature 100.4 degrees or greater, armpit temperature 99.4 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness
- Symptoms and signs of possible severe illness such as lethargy, diarrhea, vomiting, rash with fever, wheezing or behavioral changes
- The child has been diagnosed with a communicable disease. **Any child who has had a communicable disease needs a health professional's note of health to return to school.**

Children sent home exhibiting such symptoms must be symptom free for a minimum of 24 hours prior to returning to school. We reserve the right to require that your child be picked up if he/she is unable to function in the classroom setting due to illness or injury, out of respect for your child and classmates.

**This policy will be strictly enforced. We apologize for any inconvenience this may cause; however, the safety and health of YOUR child, and all OHMS students and staff are our number one priority.**



## Communicable Disease Reference

The following diseases require a signed note from a health care worker before your child may return to class:

Chickenpox (varicella)	Mumps
Coxsackie virus disease (Hand, Foot, and Mouth Disease)	Pertussis (whooping cough)
Escherichia coli (E Coli)	Ringworm (body or scalp)
Fifth Disease (erythema infectiosum)	Rubella
Hepatitis A	Salmonellosis
Hepatitis B	Scabies
Influenza (Flu)	Shigellosis
Measles	Streptococcal sore throat (Strep)
Meningitis (bacterial or viral)	Scarlet fever
Mononucleosis	Tuberculosis

### What if my child is too sick to go outdoors?

If your child is too sick to play outdoors, they are likely too sick to come to school. While we would love to work with you, we cannot always accommodate requests for children to stay indoors. For the safety of the children, all teachers in the environment go outside to supervise; therefore, there is no one available to watch children who remain in the classroom.

Administratively, it is extremely difficult for a child to remain in the office while their class participates in outdoor time. With a child in the office, administration cannot do their job and meet the needs of the entire OHMS community. In the event of an emergency it would be difficult for us to respond if a child is in the office. Please contact the office with questions, concerns and/or special circumstances.

### Prescription Medication

If your child requires prescription medication that must be administered during school hours, a medicine authorization form must be filled out in the office. DO NOT send medicine in a child's lunch box. All medicine must be delivered to the school office in its original container, labeled with the child's name, the date, and dosage instructions for administration, the physician's name and pharmacy name. Parents must also write the last time the medicine was given and the dosage. All medicine is kept in the office and administered by office staff. Medication will not be administered without written

authorization from a parent. The school will administer the medication only as stated on the label instructions, or as amended in writing by the child's physician.

### Non-Prescription Medication

If a child requires over-the-counter (OTC) non-prescription medication that must be administered during school hours, a medicine authorization form must be filled out in the office. All medicine must be delivered to the school office in its original container, labeled with the child's name, a date, and dosage instructions for administration and the last time and date the medicine was administered. All medicine is kept in the office and administered by office staff. Medication will not be administered without written authorization from a parent. The school will administer the medication only as stated on the label instructions, or as amended in writing by the child's physician. This policy also applies to vitamins, probiotics, etc.

### Emergency Care

All of our staff is trained in basic first aid and CPR. In the event of a life threatening accident, the staff will call 911 and render aid as is appropriate. Parents will be notified as soon as 911 have been notified. In the event any medical situation arises that requires immediate medical attention, we will want your child to see a doctor immediately. It is critical that we are able to reach you at ANYTIME during the school day. Please be sure to keep that in mind when you are traveling or are away from your home or office.

### Child Abuse/Neglect

OHMS policy is that all faculty, administrators and staff share the responsibility of the prevention and reporting of suspected child abuse and sexual molestation.

The school will comply with the provisions of the laws of the State of Texas and the guidelines established by the Texas Department of Family and Protective Services.

#### **What is Child Abuse?**

- Child abuse consists of any act of commission or omission that endangers or impairs a child's physical or emotional health and development.
- Child abuse includes any damage done to a child which cannot be reasonably explained and which is often represented by an injury or series of injuries appearing to be non-accidental in nature.

## Smoking

OHMS is a smoke-free environment; smoking is not permitted in or on campus, including the parking lot. Adults smoking on campus will be asked to extinguish their cigarette/cigar.

## Emergency Management Plan

Oak Hill strictly adheres to its emergency management plan outlined in a separate document.

## Safety

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

- We walk in the hallways and classroom
- We use inside voices.
- When appropriate we wear our “bunny tails and bubbles”
- Students are not allowed to exit the building without their parent or authorized adult pick up.
- Exit doors should be opened by adults only.
- Parents shall carefully supervise children in the parking lots.

## **SECTION 9-BEHAVIOR MANAGEMENT**

*“Let us remember that inner discipline is something to come to and not something already present. Our task is to show the way to discipline. Discipline is born when the child concentrates his attention on some object that attracts him/her not only with the useful exercise but with control of error.”*

Maria Montessori, *The Absorbent Mind*

**Introduction:** True discipline, Montessori believed, comes from within. Our aim is to show the child the way to discipline. The child who can obey his/her inner guide is a disciplined child, Montessori wrote,

*“The peaceful atmosphere that pervaded the classroom as the children pursued their work was extremely touching. No one had provoked it, and no one could have obtained it by external means.”*

This type of discipline is a developmental process. In a Montessori classroom, there are children who have developed a degree of self- control and those who have little. The teacher must observe the children and endeavor to put them in contact with work, which engages their concentration. For it is only through the work of the child that true discipline will come. Children in a Montessori school are free to choose what work they will do and free to move about. They do not sit at fixed desks. **This does not mean there is no organization. In fact, the opposite is true.**

The organization in a Montessori classroom has to be extremely thorough in order for the child to be free to explore. The child guides him/herself in work through established, logical classroom rules. Materials or logical consequences often provide the children with the guidance (or limits) they desire. Since much of the material is self-correcting, the child learns to solve problems by himself first and then seek out help. This leads to the development of critical thinking skills.

The following will serve as guidelines for supporting children in their road to self discipline. As such, these strategies aim to clarify our approaches to common situations with children as they gain self-control. They are not directives, however, and it is essential to remember that each situation with each child will require its own responses to best support that child’s growth.

- We respect ourselves and other people.
- We are careful with our own work and our friends’ work and belongings.
- We are respectful to insects, animals and plants.
- We keep our surroundings and ourselves clean.

Our aim is for each student to become a citizen of the classroom. To accomplish this, the teacher guides the students to follow the classroom principles/rules. This enables them to understand the need and the fairness of rules. The children are encouraged to arbitrate their own disagreements by talking out their problems, under the guidance of the teacher. This same technique is used in solving differences between the student and the teacher, so there is an example for them to follow.

We strive to show the student a responsible way to function in a group with maximum involvement and minimum confrontation. This requires a certain degree of self-control. It is our goal not to impose our will on a student, but to set free the child's own potential for this self-discipline. Believe it or not – IT WORKS!

**Whenever you are with your child at school, you will be responsible for their discipline.**

Discipline is instructive when:

- It supports self-esteem and allows children to feel capable, competent and pleasant with others.
- It takes into account a child's developmental level of understanding and ability
- It changes as children's needs and behavior changes (there is change and growth)
- It acknowledges caring, cooperative, desirable behavior
- It is expressed positively. We speak of what we "do" and not what we "don't do"
- It guides, gives simple explanations, and offers alternatives so that a child can make choices. In time, this will aid the making of appropriate choices
- It is consistent
- It is based on self-discipline and self control (not coercion)

Setting limits helps children to:

- Feel secure and orient themselves in the world
- Find appropriate expressions for feelings that are hard to control
- Initiates the joy of lifelong learning

Strategies of Behavior Management Used by Our Staff

Prevention:

- Know the children; this helps to tailor disciplining instruction to each child
- Prepared environment: this helps to facilitate freedom of movement
- Awareness of transition time: teachers help children move from one activity to another without disruption

- Modeling good behavior

*If prevention doesn't work:*

- Try first to distract or defuse the situation, giving children a release
- Use “dos” (rather than “don’ts”) and give brief explanations
- Respond in a calm but firm manner, indicating what is expected from the child and what choices the child has
- Help the child realize the consequences of his or her actions
- Follow through with consequences
- Invite the child to sit by the teacher and watch another child’s lesson until the child is ready to work responsibly
- Ask the child to sit and think about the choices he/she has made. Allow the child to think on the thinking mat for the appropriate amount of time. (1 minute for each year of age)
- Once the time has expired, get eye level with the child and ask him/her what choice he/she made, was it a good choice? Why? What could he/she have done differently? This verbage depends on the age of the child.
- Encourage the child to learn from the experience what is acceptable, what is not acceptable and most importantly, WHY?

***Under no circumstances will a child be spanked by the staff at***

***The Oak Hill Montessori School.***

# The State of Texas

## Discipline and Guidance Policy

- **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***

***TDPRS-CCL 06/02/03***

## **SECTION 10-THE PURPOSE OF MINIMUM STANDARDS**

The purpose of having Minimum Standards is protecting the health, safety and wellbeing of children. If you have any questions or concerns the licensing staff can assist. You may obtain information about licensing standards or procedures by calling their toll free number, 1-800-862-5252 or visiting their website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Procedures to Review Minimum Standards and Licensing Inspection**

OHMS strives to comply with all minimum standards with the exception of those standards identified for specific types of child-care programs of activities that we do not offer. Parents have the option to review the Minimum Standards with Administration if they have any questions or concerns.

### **Minimum Standards and Licensing Office**

The Minimum Standards are the regulating documents that provide a framework for how childcare facilities operate in the state of Texas. At any time, a parent may request to review a copy of the standards. The Minimum Standards may also be found online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

At any time, a parent may request to view the most recent inspection from the Licensing Office. To view this document in its entirety, please ask the Administrative staff at OHMS. This report as well as previous inspection results may also be found online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us). We have provided contact information for the local licensing office below:

Childcare Licensing Office

Texas Department of Family and Protective Services

3303 Mineola Highway, Tyler, Texas 75702

903-533-4140

LICENSE #904351

Report Suspected Child Abuse

24 hours per day/ 7 days per week

[www.txabusehotline.org](http://www.txabusehotline.org)



# Parent Acknowledgement and Receipt of the Parent-Student Handbook

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

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

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

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

Student's Name \_\_\_\_\_ Class \_\_\_\_\_

Parent's Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Parent's Signature \_\_\_\_\_