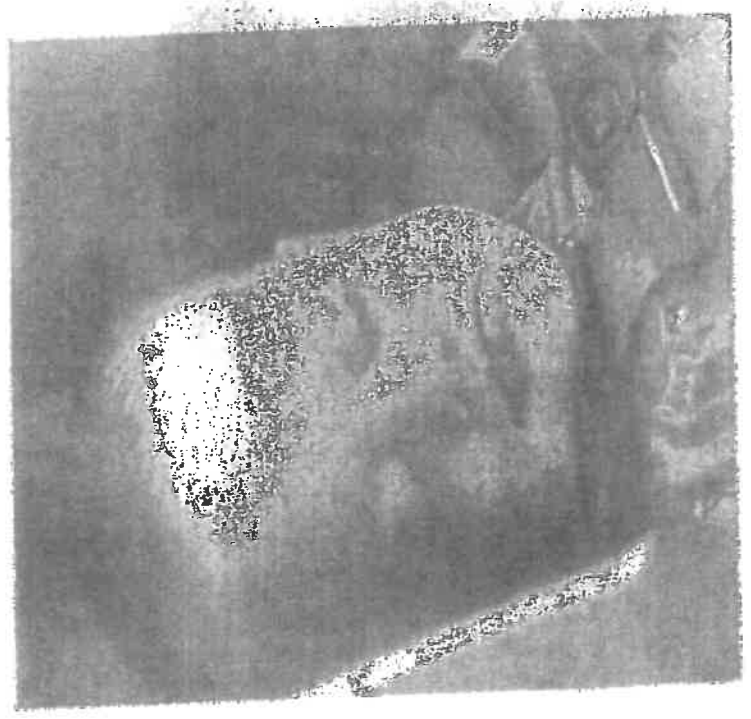
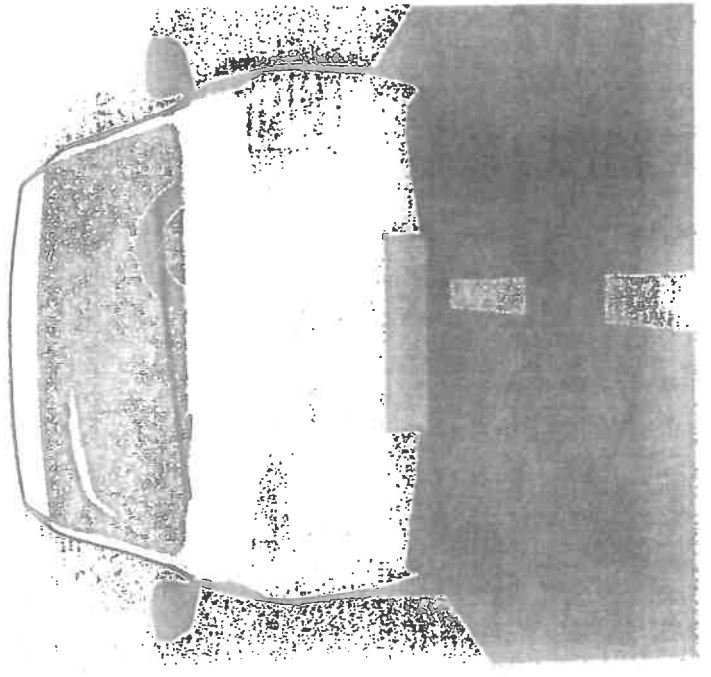


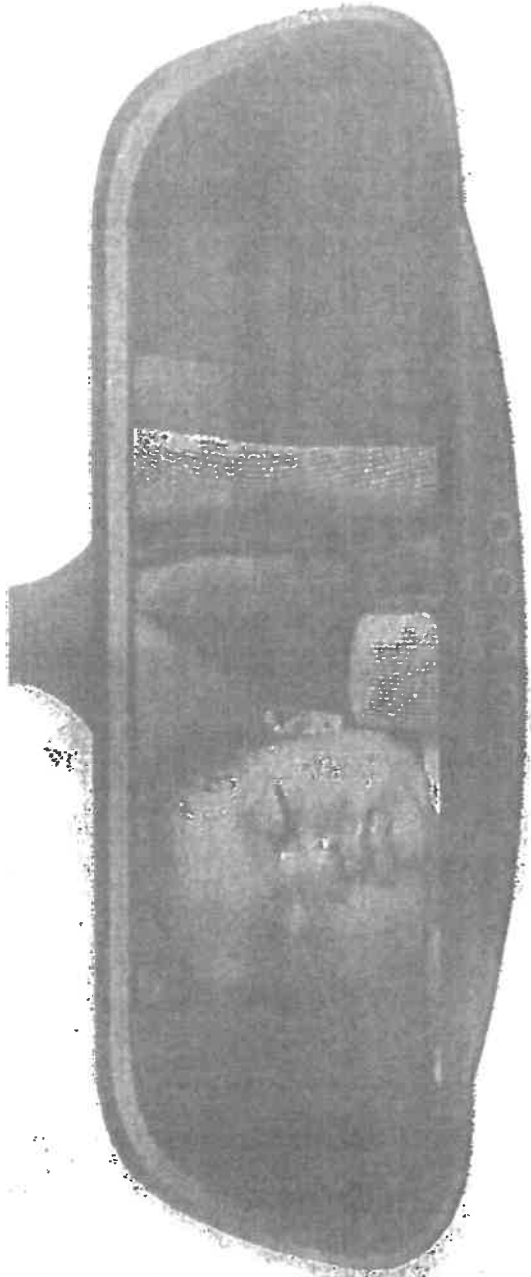
A change in daily routine, lack of sleep, stress, fatigue, cell phone use, and simple distractions are some things parents experience and can be contributing factors as to why children have been left unknowingly in vehicles...



When life happens... Don't be a
**DISTRACTED
ADULT**



Developed by:
The Office of Child Care Regulation
www.myflfamilies.com/childcare
CF/PI 175-12, May 2019



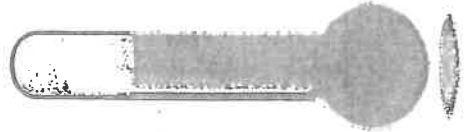
FACTS ABOUT

HEATSTROKE:

It only takes a car **10 minutes to heat up 20 degrees** and become deadly.

Even with a **window cracked**, the temperature inside a vehicle can cause heatstroke.

The body temperature of a child increases **3 to 5 times faster** than an adult's body.



⚠️ PREVENTION TIPS:

- Never leave your child alone in a car and call 911 if you see any child locked in a car!
- Make a habit of checking the front and back seat of the car before you walk away.
- Be especially mindful during hectic or busy times, schedule or route changes, and periods of emotional stress or chaos.
- Create reminders by putting something in the back seat that you will need at work, school or home such as a briefcase, purse, cell phone or your left shoe.
- Keep a stuffed animal in the baby's car seat and place it on the front seat as a reminder when the baby is in the back seat.
- Set a calendar reminder on your electronic device to make sure you dropped your child off at child care.
- Make it a routine to always notify your child's child care provider in advance if your child is going to be late or absent; ask them to contact you if your child hasn't arrived as scheduled.

During the 2016 legislative session,

a new law also passed that requires state officials to notify family day care centers and family day care centers of any child care providers during the legislative session.

Approximately 100,000 children are in day care centers during the legislative session.



My signature below verifies receipt of the Distracted Adult brochure

Parent/Guardian:

Child's Name:

Date:

Please complete and return this portion of the brochure to your child care provider, to maintain the receipt in their records.

Parent's Role

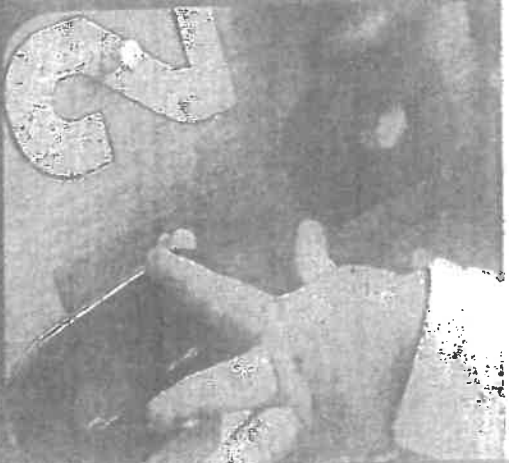
A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for their child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.



More information and free resources:

MyFLFamilies.com/ChildCare



This child care facility is licensed according to the minimum licensure standards included in section 402.305, Florida Statutes (F.S.), and Chapter 65C-22, Florida Administrative Code (F.A.C.).

License Number: _____

License Issued on: / /

License Expires on: / /

For more information regarding the compliance history of this child care provider, please visit:

MyFLFamilies.com/childcare

OFFICE OF CHILD CARE REGULATORY AND BACKGROUND SCREENING
MYFLFAMILIES.COM



To report suspected or actual cases of child abuse or neglect, please call the Florida Abuse Hotline at 1-800-962-2873.

CF/FI 175-24, 09/2014
This brochure was created by the Florida Department of Children and Families, Office of Child Care Regulation and Background Screening pursuant to s. 402.312(5), F.S.



Know Your Child Care Facility

MyFLFamilies.com/ChildCare

General Requirements

- Every licensed childcare facility must meet the minimum level of child care licensing standard published by 402.006, FS, as well as 600.022, F.A.C., which include, but are not limited to, the following:
 - All staff licenses posted for parents to see
 - All staff appropriately screened
 - Maintain appropriate transportation vehicles (if transportation is provided)
 - Provide parents with written disciplinary procedure based by the facility
 - Provide access to the facility during normal hours of operation
 - Maintain minimum staff-to-child ratios

| Age of Child | Child/Teacher Ratio |
|-------------------|---------------------|
| Infant | 4:1 |
| 1 year old | 6:1 |
| 2 year old | 11:1 |
| 3 year old | 15:1 |
| 4 year old | 20:1 |
| 5 year old and up | 25:1 |

- Health/Related Requirements:**
 - Emergency procedures that include:
 - Posting Florida Abuse Hotline number along with other emergency numbers.
 - Staff trained in first aid and injury/child CPR on the premises at all times.
 - First aid kit stocked that includes:
 - A working fire extinguisher and documented monthly fire drills with children and staff.
 - Medication and hazardous materials are accessible and out of children's reach.

Training Requirements

- 40-hour introductory child care training
- 10-hour in-service training annually
- 0.5 continuing education unit of approved training or 6 clock hours of training in early literacy and language development
- Director Credential for all facility structures

Food and Nutrition

- Food: a meal and snack menu that provides daily nutritional needs of the child; (if meals are provided)

Record Keeping

- Maintain accurate records that include:
 - Child's health and immunization record.
 - Medication records.
 - Enrollment information.
 - Personnel records.
 - Daily attendance.
 - Accidents and injuries.
 - Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping
- Provide spaces that is clean and free of litter and other hazards
- Maintain sufficient lighting and inside temperature
- Equip with age and developmentally appropriate toys
- Provide appropriate bathroom facilities and other furnishings
- Provide lockable area for children who become ill
- Practice proper hand washing, toiletting, and diapering activities

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence, and build self-respect. When evaluating the quality of a child care setting, the following indicators should be considered:

Quality Activities

- Are children initiated and teacher facilitated.
- Include social interactions with all children.
- Are expressive including play, painting, drawing, story telling, music, dancing, and other varied activities.
- Include exercise and coordination development.
- Include free play and organized activities.
- Include opportunities for all children to read, be creative, explore, and problem-solve.

Quality Caregivers

- Are friendly and eager to care for children.
- Accept family/cultural and ethnic differences responsive to each child's individual needs.
- Are warm, understanding, encouraging, and use a pleasant tone of voice and frequently hold, cuddle, and talk to the children.
- Help children manage their behavior in a positive, constructive, and non-threatening manner.
- Allow children to play alone or in small groups.
- Are attentive to and interact with the children.
- Provide stimulating, interesting, and educational activities.
- Demonstrate knowledge of social and emotional needs and developmental goals for all children.
- Communicate with parents.

Quality Environments

- Are clean, safe, inviting, comfortable, child-friendly.
- Provide easy access to age-appropriate toys.
- Display children's activities and creations.
- Provide a safe and secure environment that fosters the growing independence of all children.



Guardian Montessori Academy

Parent Handbook

145 Doctors Village Dr.
St. Johns, FL - 32259
Tel: 904-770-2045
Fax: 904-770-7936

www.guardianmontessori.com

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WELCOME

It is with great anticipation that we welcome you to Guardian Montessori Academy. We have high hopes that your child will prosper in our environment and learn many more facts about the wonderful marvels of the world in which they live.

The purpose of this handbook is to provide you with much of the necessary information and policies about the operation of the school. It does not purport to be complete in every detail, only a general guide. Please feel free to ask any questions that you might have during the year.

The affective and cognitive progress of your child is our stock and trade. We openly encourage, therefore, that all lines of communication remain open between parents and teachers. Written reports and conferences are regularly scheduled throughout the year. If you should require a special conference simply request it; we also ask you that in the event major changes take place in your child's life which necessitate readjustment, please inform us. Our mutual cooperation is of paramount importance.

Communication is always open to discuss parent procedures and concerns about the policies of the school, participation in the school operation and activities.

Again, please accept a most cordial "WELCOME" to Guardian Montessori Academy.

Sincerely,
Theresa Cruz
School Director

Mission Statement

Our mission is for each child to become an independent, self-reliant person possessing the skills necessary to achieve their own goals, have the ability to make a positive contribution to society, and with an awareness of the interrelated nature of all life. To achieve this goal, we base our educational approach on the developmental philosophy and educational method of Dr. Maria Montessori.

At Guardian Montessori Academy we are aware that our teaching is not for the moment, it is for a lifetime.

Montessori Philosophy

Dr. Maria Montessori, an Italian medical doctor and educator, developed a method of education with a philosophy based on the natural development of children.

Dr. Montessori saw education as an aid to life. Therefore, learning to prepare a snack and clean up afterwards is as important as understanding the concept of reading and writing skills. Observers are always struck by the calm that prevails in the classroom, a self-discipline that is obtained as a result of having children occupied and on task.

Through carefully planned initial exercises, the child experiences success in his efforts and thus acquires a sense of security and confidence as an independent learner. Children develop the courage to be creative and original in their attempts to express themselves.

Our classrooms are called environments. Entering a Montessori environment is entering into a place specially prepared for the fulfillment of every child's needs; in which comfort and motivation take place. It is a carefully designed classroom with mixed ages working together, or individually, with materials that invite them to touch, think, discriminate, and associate.

Children move about freely, choose an activity, work on it until a sense of accomplishment is achieved, then

put the material back in place before choosing another one.

With the freedom to choose, children develop self-confidence, self-discipline, and self-mastery. The Montessori teacher is a guide for the child, and she serves as a link between the student and the learning environment, observing each child's progress, and introducing the next step to enable him to master a skill. The teacher prepares the environment, which possesses a certain order, and disposes the child to develop at his own pace and according to his own capacities in a non-competitive atmosphere.

The chief objective of the Montessori philosophy is to introduce children to the joy of learning at an early age, and to provide a framework in which intellectual and social discipline go hand-in-hand.

Montessori Programs

Toddler and Transition: Our young children are introduced to the Montessori environment gradually. Beginning at the age of 12 months, until potty trained the child is surrounded by Sensorial, Practical Life, Language, Math, Puzzles, Manipulative Materials designed to prepare the child for more abstract learning. A consistent routine of work is established with the purpose of guiding and fulfill the needs children have at this age, such as:

- Order in an environment
- Respect, good manners and social skills
- Care of personal cleanliness
- Repetition of the exercises
- Preparation for reading, writing and math.
- Toilet Training when the child is ready
-

Primary Program: Starting at age 3 and completely toilet trained, the children are invited to work independently in the areas of Practical Life, Sensorial, Language, Mathematics and Cultural Subjects. All the materials the child works with are designed to lead the child towards abstract thinking.

The Montessori teacher facilitates classroom activity and helps each child progress from one activity to another. The teacher is trained to deal with each child individually, allowing him to choose and so stands back while the child works, to allow him the satisfaction of his own discovery and a feeling of accomplishment and pride. Dr. Montessori outlines various periods of sensitivity, in which a child is more capable and motivated to learn reading, writing, math, and order effortlessly. Teachers are very much aware of these Sensitive Periods and encourage the children to develop them to their maximum potential.

Pre Kindergarten - VPK: Starting at age 4, the VPK program is a philosophical extension of the preschool, with a curriculum consisting of the traditional disciplines. Sensitive period of memorization takes place during this age range. In addition to our rather unique academic program being high on our hierarchy of importance, we also place stress on the child's affective development. Social relationships, emotions, and positive attitudes are among the topics of discussion which are openly treated in the classroom. Our goal is that children at this age, in addition to receiving a formal and highly academic education, will come to appreciate their own worth and have a high regard for others.

At the end of the school year the children will be tested. Our state-funded VPK program is a three-hour block of concentrated instruction with smaller class size and lower ratios. Inquire at the front desk about eligibility requirements and times offered.

Hours of Operation

Monday thru Friday 7:00 AM to 6:00 PM

Holidays

We observe the following holidays:

New Year's Eve
New Year's Day
Martin Luther King
President's Day
Good Friday
Memorial Day
July/August (Teacher Workday)
Independence Day
Labor Day
Columbus Day
Veterans Day
Thanksgiving (27-28)
Christmas (24,25,26)

Enrollment Procedure

When applying for admission to Guardian Montessori Academy, please make an appointment to visit the school and to have a tour..

An evaluation of your child's progress will be made to provide correct placement, and to personalize a curriculum for him/her. The school will relate to you the results of your child.

You will be required to pay an application fee of \$200.00, this secures a place at our school. This is a one-time non-refundable fee, a supply fee of \$150.00 twice a year (August and January) will be added to your invoice accordingly.

Guardian Montessori Academy accepts all students with an expectation of promoting above-average learning. However, the school will accept a few students with manageable differences. Children with any such differences are expected to meet the standards and expectations of classroom behavior, not be disruptive and not to require substantially more than their fair share of the teacher's attention. Learning to behave towards others with sensitivity, respect, and kindness is part of our mission and scope.

All documents required for your child's enrollment need to be completed at time of admission. Every child's file has to be updated during their birthday month. Therefore, it is mandatory for you to comply yearly with updated forms, it is State Law.

Communication with Teachers and Staff

Communication with parents is very important to us. It is equally important that during school hours students have our full attention. Particularly critical are the half hour before school begins and the half hour after school ends.

Teachers need to devote themselves entirely to the children the minute they begin to arrive. This is their main focus. Parents who need to get word to a teacher before school begins should write a quick note to have their child deliver or leave the message in the office and a staff member will get it to him/her. The best way to talk to a teacher is to contact the office and leave a word for the teacher to give you a call. If a meeting is preferred, one can be scheduled for you. Unless it is an emergency, teachers will return calls on their breaks, lunch hour, or after school. We ask that parents not call teachers at home unless it is an emergency.

Tuition & Fees

The tuition is divided into monthly installments for the academic school year with the option of a Summer Program. A minimum increase of 5% and no more than 10% may take place annually. You will be informed of the increase before the following school year starts. Information will be in the pre-annual registration package.

Our billing policies state that tuition payments are invoiced monthly. Payments are due on the first of each month. A late fee of \$25.00 will be assessed for payments received in the office after the seventh day of the month. After that each day will be charged \$25 for 5 days. After 5 days of unpaid balance, the child may not attend school until the balance is paid in full. A 10 % discount is applicable to the tuition of the second child. A 5% discount is offered to families paying for the entire year. A written notice of withdrawal needs to be given at the front desk 30 days in advance to stop the next billing cycle.

Vacation Policy

Monthly tuition will not be pro-rated during the school year [August to May] for any reason. Tuition will be paid in full amount each month, even though my child does not attend some days during the month and regardless of the number of days missed or the reason for absence. It must be understood that to hold your child's space, payment must be paid whether your child attends or not. **Payment is based on contract, not attendance.**

For parents choosing to go on a vacation for a month or more you have the option to withdraw or continue paying the monthly tuition to secure the position. If you choose to withdraw, upon return and subject to availability a \$150 re-application fee will have to be paid, and your spot and teacher are not guaranteed. Full-time students, after the first school year, are able to have two prorated weeks during the summer months.

Arrival and Dismissal—Observation & Visitation

The school hours are 7:00 a.m. to 6:00 p.m. Teachers begin the curriculum work at 9:30a.m. and end at 3:00 p.m.; the hours before and after this period are the before/after school care.

Teachers spend time immediately before and after the class handling record-keeping, cleaning and preparing the classroom, and discussing the children's progress with the assistant. At arrival and dismissal time, teachers cannot engage in long conversations with parents. So that teachers can better maintain class time. We would appreciate it if you request an appointment time if you need to discuss your child's progress.

If someone other than a regular driver is to transport the children, a written note must be sent to the office. Children will not be released to an unauthorized person. If you need to leave a message for the teacher, please do so in writing and drop it at the front desk. Advanced notice needs to be given if your child is being picked up late, and a charge of \$3.00 per minute will be automatically added for the late time period.

A Driver's License will have to be shown as a means of identification for any person other than the child's parents that is listed in the Release Authorization form.

If your child is absent for any reason, please report the absence to the school immediately. The State of Florida requires the school to account for enrolled children even if they are not in attendance.

Immunization Requirement

Maintaining adequate immunization rates in schools is critical to prevent disease outbreaks and ensuring the health of Florida children. A record of current immunizations is required for every child. Hearing and vision for children 4 years and older is required by the Florida Law. It should be signed by the current Pediatrician or child's General Physician.

It should be up-dated beginning of every school year and the child's birthday month.

Non-discriminatory Policy

Guardian Montessori Academy admits students of any race, creed, national or ethnic origin, to all of the rights privileges, and activities that are accorded made available to students, including administration of its educational and admission policies, and all other school administered programs.

Summer Activities

Guardian Montessori Academy gives you the option to enroll in our Summer Program which is academically an extension of our Fall Program. Additionally, to maintain the fun and joy of learning, we bring entertainment to our children and do a variation of activities such as water activities with sprinklers, visitors, story time, and a very good dose of arts and crafts carefully prepared so that each child can enjoy their summer as much as possible.

A summer activity fee of \$75/per month per child is to be added to the tuition of June and July, that will not be prorated.

If your child is absent for more than three days, please report the reason to the school. When you have verification of the fact that your child has a communicable disease, please call the school immediately so that we can inform other parents. Since school children are easily susceptible to communicable diseases, the school reserves the right to make a judgment concerning the child's ability to participate in daily school activities. Please do not send your child to school when he/she is ill or has any contagious condition.

Lunch and Snacks

Guardian Montessori provides 2 snacks each day. In the morning it is always seasonal fresh fruits. At 2.30 pm another snack (e.g. Grilled Cheese) will be provided. We encourage parents to pack a healthy lunch. We heat up every child's food if needed.

Nut Free Environment

GMA strives to be a nut free environment. Please do not pack any snack or lunch which contains nuts/tree nuts in your child's bag.

Birthdays

Since every child's birthday is important, if the parents so desire, they may provide special birthday cookies or cupcakes, napkins, cups, and juice for snack time-by contacting the school prior to the birthday.

Children's birthday parties should be kept simple as a courtesy to the teachers. It is advisable not to provide items containing chocolate or nuts, since some children may have allergies.

Teachers Celebrate the children's birthday with the Celebration of Life which is a traditional way to celebrate a birthday in a Montessori class, lighting a candle for every year of the child's life.

Children are welcome to bring pictures of their previous years, share them with the entire class and talk about some of his/her memories.

Illness and Medication

Every child registered in GMA is required to have a copy of his/her State of Florida DCF Student Health Examination Form and Immunization Record, due to the first day of enrollment, on file. It is the parents'

responsibility to keep it updated.

Fever, when taken under the arm, if temperature is 100. degree or above —

A child should be free of fever (without the use of medication or fever reducer) for 24 hours before returning to school. If your child does come to school with a fever, you will be called to come pick him/her up.

Vomiting, diarrhea, discharge from eyes or nose, unidentified rash or postulates, red watery eyes, cough, sore throat, and dizziness are signs of sickness. You will be asked to pick up your child if these symptoms appear, or if your child contracts head-lice.

In case of an accident at school, a parent is called immediately after first aid is given. An accident report form will appear at the door of your child's class for you to sign. Please return the accident report signed to the front desk.

If the accident requires immediate medical attention and a parent cannot be reached, the emergency numbers indicated in the Emergency Form will be called. If the child's doctor cannot be reached, the school will take appropriate measures as detailed on the emergency release form signed at the time of registration.

If medication needs to be administered to your child at school, you will need to complete a medication request indicating the times and amount of medicine needed to be administered. Medication should be left at the front desk. It should be in the original container, clearly marked with the child's name and dosage instructions.

The date of medication has to be within six months of the date prescribed. No medication can be administered without the medication form signed. This includes insect repellent and sunscreen; If the child needs medication on an as needed basis, an authorization form signed by the parent, guardian or physician is necessary. Instructions will be followed according to the physician's prescription. This prescription will need to be renewed after a period of six months.

Communicable Disease/Head Lice

The school has the right to terminate a child temporarily to avoid cross-contamination to the rest of the children and keeping the school in a sanitized status. A doctor's note clearing the child from being contagious is required to accept him/her back to school.

Friday. If the holiday falls on Sunday – Facility will be closed Monday

Discipline and Guidance Practices

Children in need of discipline will be removed from their activity and asked to “sit aside” for a brief period. The teacher should apply different management techniques, and verbalization of feelings to be able to resolve the situation in a rational manner. We re-direct the behavior of the child by giving him/her new choices.

Sitting aside is not a punishment. It is another opportunity for the child to integrate back to work, focusing on a constructive choice of behavior. Snacks are never withheld if behavior needs to be re-directed.

Biting is monitored very closely. Children are not allowed to bite for any reason. When the biter is identified, a conference is scheduled with his/her parents and a probation period of 60 days takes place. More than three bites from the same child are grounds for suspension / termination.

Inclement Weather

Guardian Montessori Academy reserves the right to call for an early dismissal in the event severe weather is predicted for early afternoon.

Parents will be notified via email or via phone at the number (s) they have listed on their Emergency Form. This decision will be made on the safety of our students, parents and staff that have to travel back home during these hours.

Parent Teacher Conferences

Written reports are provided to the parents at conference time reflecting the progress and achievements of the child. Parent-Teacher conferences are scheduled in November and in April. There will be a schedule form posted on your child's class, with periods of 20 minutes marked for each parent. If you are unable to make the appointment, please notify the school. Both parents are encouraged to attend conferences if possible.

Personal Possessions

Some children like to take something from their secure home environment to school, we understand this need. Security blankets, stuffed animals or whatever the child likes to hug when feeling insecure is allowed. Please leave all toys, jewelry, candy, money, food, and gum, at home or in the car.

Sometimes a child may, by accident, return home with some small Montessori objects. If this should happen, we request that you return it as soon as possible, since these materials are used every day by our children and are often expensive to replace.

Children are permitted to bring G-rated movies from home to be watched after school hours, only during inclement weather and during school vacation. Please label it with the child's name and make sure that the teacher gets it personally.

Animals

From time to time, Guardian Montessori Academy may have classroom pets that meet the requirements by Florida Childcare Licensing. A notice to parents will be posted outside any classroom door when a pet is present.

Licensing Policies

Copies of the most recent health care policy, disaster plan policy, and pesticide policy are available upon request. Copies of the most recent childcare records are available upon request. These include monitoring and renewal checklists and all compliance agreements.

School and Family Communications

Guardian Montessori School encourages many forms of communication between the school and the families that attend. Weekly notes / monthly newsletter will be sent via email with important dates and events or any change in policy. This information is also available on our parent board. Families are always welcome to contact us with any questions or concerns. Parents are also welcome to visit the school any time to observe their child without prior approval.

Children's Bedding

A blanket must be provided from home for all children who nap or rest at school. These bedding items will be sent home every Friday to be laundered and returned on Monday. Providing a re-useable bag to send them home in is appreciated, as it will dramatically reduce waste.

Emergency Procedures

1. Life threatening emergencies

One staff member stays with injured/ill child

One staff member calls 911

Parent is contacted or other names listed on application if parent is unreachable

2. Minor emergencies

Staff trained in first aid takes appropriate steps

Record incident on class accident report

Report incident to parents within one hour

3. If parents cannot be contacted

Call emergency numbers

Call the family doctor. Please make sure that your file is continuously updated with any changes so Guardian Montessori staff can contact you in the event of an emergency. A full copy of the Emergency Preparedness Plan is available in each classroom.

Physical Abuse

Physical Abuse is physical injury that results in substantial harm to the child, or the genuine threat of substantial harm from physical injury to the child. The physical injury (ranging from minor bruises to severe fractures or death) can result from punching, beating, shaking, kicking, biting, throwing, stabbing, hitting, burning, choking, or otherwise harming a child. Such injury is considered abuse regardless of whether the caretaker intended to hurt the child.

Suspect Physical Abuse When You See:

- Frequent injuries such as bruises, cuts, black eyes, or burns without adequate explanations
- Frequent complaints of pain without obvious injury
- Burns or bruises in unusual patterns that may indicate the use of an instrument or human bite; cigarette burns on any part of the body
- Lack of reaction to pain
- Aggressive, disruptive, and destructive behavior
- Passive, withdrawn, and emotionless behavior
- Fear of going home or seeing parents
- Injuries that appear after a child has not been seen for several days
- Unreasonable clothing that may hide injuries to arms or legs

Neglect

Neglect is failure to provide for a child's basic needs necessary to sustain the life or health of the child, excluding failure caused primarily by financial inability unless relief services have been offered and refused.

Suspect Neglect When You See:

- Obvious malnourishment
- Lack of personal cleanliness
- Torn or dirty clothing
- Stealing or begging for food

- Child unattended for long periods of time
- Need for glasses, dental care, or other medical attention
- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area

Emotional Abuse

Emotional Abuse is mental or emotional injury that results in an observable and material impairment in a child's growth, development, or psychological functioning. It includes extreme forms of punishment such as confining a child in a dark closet, habitual scapegoating, belittling, and rejecting treatment for a child.

Suspect Emotional Abuse When You See:

Over compliance

Low self-esteem

Severe depression, anxiety, or aggression

Difficulty making friends or doing things with other children

Lagging in physical, emotional, and intellectual development

Caregiver who belittles the child, withholds love, and seems unconcerned about the child's problems

Sexual Abuse

Sexual Abuse includes fondling a child's genitals, penetration, incest, rape, sodomy, indecent exposure, and exploitation through prostitution or producing pornographic materials.

Suspect Sexual Abuse When You See:

- Physical signs of sexually transmitted diseases
- Evidence of injury to the genital area
- Pregnancy in a young girl
- Difficulty in sitting or walking
- Extreme fear of being alone with adults of a certain sex
- Sexual comments, behaviors or play
- Knowledge of sexual relations beyond what is expected for a child's age
- Sexual victimization of other children

If someone other than a regular driver is to transport the children, a written note must be sent to the office. Children will not be released to an unauthorized person. If you need to leave a message for the teacher, please do so in writing and drop it at the front desk. A late charge of \$1.00 per minute is charged if pick up takes place after 6:00 p.m.

A Driver's License will have to be shown as a means of identification for any person other than the child's parents that is listed in the Release Authorization form.

Parents are welcome to come anytime for observation/visitation during hours of operation without prior appointment. All parents who are currently enrolled have access to the building via a code. You are welcome to

visit the school during the time element your child is enrolled.

Dress Code

In addition to being neat, comfortable, and appropriate for the weather, school clothing should be easy for the child to manage by himself and be completely washable.

Guardian Montessori Academy has a uniform policy of navy blue, khaki pants, or shorts with the school t-shirt. In the environment of a Montessori classroom, it is important to move quietly-therefore, we ask that children wear rubber-soled shoes instead of clogs or boots.

Please label all clothing with your child's first and last name especially water bottles, sweaters and raincoats. A change of clothes needs to be provided in a labeled zip-locked bag to be left at school in case a change of clothes is needed.

School Calendar

A yearly calendar is part of your Welcome Packet; this will facilitate vacation planning in advance. The monthly school calendar is also available online at www.Guardianmontessori.com

Termination Notice

Guardian Montessori Academy has the right to terminate a child's enrollment at any time if it is considered necessary. The needs of the students take top priority and prompt attention to these needs will be given. If it is determined that the Montessori setting is not benefiting a particular child, the parents will be asked to seek an alternative program. If your child has special needs, please disclose them in detail in the Health Information Form at the time of enrollment.

Guardian Montessori Academy reserves a position in the classroom for your child every day of the month. In the event parents choose to withdraw and terminate their child's enrollment, a 30-day notice must be given. This 30-day notice is not prorated or refundable.

Food Allergy Emergency Plan

Children with food allergies must have a food allergy emergency plan with a known food allergy that has been diagnosed by a health-care professional. The child's health care professional and parent must sign and date the plan. A copy of this plan will be made available in the children's file and child's classroom.

A food allergy emergency plan is an individualized plan prepared by the child's health care professional that includes:

- (1) A list of each food the child is allergic to.
- (2) Possible symptoms if exposed to food on the list.