

# **HERITAGE MONTESSORI SCHOOL**

## **PARENT HANDBOOK**

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

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## **VISION**

Heritage Montessori School views early education as a crucial step in fostering a lifelong pursuit of knowledge. We see children as valuable and competent individuals who have a voice. They are innately curious, imaginative, and eager to build relationships. The teachers role is to be a partner, a careful and thoughtful observer, guiding students toward a greater understanding of self-selected topics. By allowing children to make decisions about their learning, we show them learning means experiencing joy, wonder and frustration. We show them they matter, that they have a place in this world. We show them that if they persevere they will succeed. They will do amazing things if we give them the freedom to be themselves.

## **MISSION STATEMENT**

At Heritage Montessori School our mission is to empower children to confidently embark on an endless quest for knowledge. Our individually tailored, research-based curriculum cultivates intellectual, social, emotional and creative growth. Throughout the process of guided inquiry, children authentically develop a vast array of academic, problem solving, and social skills. We strive to establish a strong foundation upon which children can build lifelong success.

## **ABOUT HERITAGE MONTESSORI SCHOOL**

Heritage Montessori School is a private school for children ages 3 - 6. We are a Reggio-inspired, Montessori preschool

that offers each student a completely individualized, project-based education that fosters creativity, focus, intrapersonal communication and interpersonal skills.

The structure of daily activities is carefully planned to encourage independence, self-confidence, and cooperation through small group work and participation in hands-on learning experiences. Lessons incorporate instruction and skill reinforcement in language, number sense, science/inquiry, social studies, practical life, art, music, fine and gross motor development, social/emotional intelligence, and creative thinking.

Heritage Montessori School is a place where children:

- feel confident contributing their thoughts and ideas.
- problem solve and resolve conflicts.
- explore, imagine, create and discover.
- learn how to learn.

## **HOURS OF OPERATION**

### **Academic Hours:**

5 Day Full Day Class:	8:30 - 3:00 pm
5 Day Morning Class:	8:30 - 11:30 am
5 Day Afternoon Class:	12:00 - 3:00 pm

### **Extended Hours:**

Morning Extended Care:	8:00 - 8:30 am
Afternoon Extended Care:	3:00 - 4:30 pm

School holidays are based on Deer Valley School District's calendar, with some variation. School is in session August – May. Summer programs will be available.

## **REGISTRATION AND ENROLLMENT**

Parents can register a child at any time on our website at [www.heritagemontessorischool.org/register](http://www.heritagemontessorischool.org/register). There is a \$120 non-refundable registration fee. As part of the registration, parents will need to complete the AZDHS Emergency, Information, and Immunization Record Card (Blue Card) and provide the child's immunization records or exemption form.

Children must be 3 years of age or older and must be potty trained prior to enrollment. Students will be enrolled into the program if space is available. If space is not available, your child will be placed on our waiting list.

Each child is accepted into the program upon the conditions that:

- The child makes satisfactory adjustment to the program.
- The parents are satisfied and support the program.
- The staff agrees that the program is appropriate for that particular child.

Heritage Montessori School must receive all registration documents, fees, and tuition payments prior to enrollment.

## TUITION

Program	Days	Times	Tuition
<b>5 Day Full Day</b>	M - F	8:30 AM – 3:00 PM	\$925 / month
<b>5 Day Morning</b>	M - F	8:30 AM – 11:30 AM	\$725 / month
<b>5 Day Afternoon</b>	M - F	12:00 PM – 3:00 PM	\$725 / month
<b>Kindergarten</b>	M - F	8:30 AM – 3:00 PM	\$1,250 / month
<b>AM Extended Care</b>	M - F	8:00 AM – 8:30 AM	\$75 / month
<b>PM Extended Care</b>	M - F	3:00 PM – 4:30 PM	\$225 / month

Tuition is calculated on an annual (academic year) basis and can be paid in **10 monthly installments** from August until May. Monthly tuition is due and payable on the first day of each month. There is a 5% sibling discount for a second child enrolling concurrently.

## FEES

<b>One Time Enrollment Fee</b>	\$120 / year
<b>Annual Activity Fee</b>	\$200 / year
<b>Late Pickup Fee</b>	\$10 / hour or part thereof
<b>Late Payment Fee</b>	\$50*

\* A \$50 late fee will be assessed after the third business day that payment is not current.

## **REFUNDS**

There are no refunds or allowances for absences, withdrawal, or vacation. Tuition is the same whether or not a child attends class and regardless of the number of school days in a particular month (days when school is closed are already factored into the price of tuition). All fees are non-refundable.

## **WITHDRAWAL AND DISCHARGE**

Parents may withdraw a student at any time with 60 days written notice. If a student withdraws prior to 60 days written notice, parents will remain responsible the child's tuition for up to 60 days following departure.

Heritage Montessori School reserves the the right discharge, at any time, any child, who, in the opinion of the School and the child's teacher, is not benefiting from the instruction or whose behavior is detrimental to the program or the School. The recommendation and observations of the student's teacher are taken into consideration. Discharge is not undertaken unless the school can see that it is in the best interest of the child, and/or the classroom. Tuition considerations are at the discretion of the School to be determined at the time of discharge.

## **COVID-19 ARRIVAL AND DISMISSAL PROCEDURES**

Following CDC guidelines, Heritage Montessori School has implemented contactless drop-off and pick-up procedures. Parents (or other authorized individuals) will escort their

child to the playground gate and sign-in using the Procure app and posted QR code.

To ensure everyone stays healthy, we will take each child's temperature, using a contactless, infrared thermometer, at drop off each day. Individuals who have a fever of 100.4 °F (38.0 °C) or above, or other signs of illness, will not be admitted.

Parents should wait outside the playground gate during dismissal and sign-out using the Procure app and posted QR code when picking up their child.

When signing in or out of the Procure app, **parents must sign with at least the first initial of their first name, and their complete last name** (per AZDHS regulations). Only parents and authorized individuals are allowed to sign-out a child. Any individual listed as an authorized pick-up must present a form of picture ID when signing in or out a child.

Program	Arrival Time	Dismissal Time
5 Day Full Day	8:30 AM	3:00 PM
5 Day Morning	8:30 AM	11:30 AM
5 Day Afternoon	12:00 PM	3:00 PM
AM Extended Care	8:00 AM	-
PM Extended Care	-	4:30 PM

## LUNCH AND SNACKS

Heritage Montessori School provides nutritious snack options twice daily (am and pm). If your child has any



special dietary restrictions, please let us know. Monthly snack menus can be found on our website at [www.heritagemontessorischool.org/parents](http://www.heritagemontessorischool.org/parents).

Parents are required to supply lunch. Lunches should be ready to eat without teacher / microwave preparation. We require each child arrive daily with:

- a healthy lunch packed in an insulated lunchbox with an ice pack
- a reusable water bottle filled with water (we refill them throughout the day as needed).

## **CLOTHING**

Although children wear aprons for some of their work, most days we get messy. Please dress your children accordingly. We ask that all children bring in a complete change of clothes in a labeled bag for us to keep on hand. Soiled items will be sent home with your child.

We recommend children wear closed-toed shoes to effectively participate in activities that develop coordination. Open-toed shoes and flip-flops can be hazardous as well as defeat the purpose of certain activities. Socks should be worn with shoes.

## **VISITS AND OBSERVATIONS**

You are welcome to visit your child at any time, and have access to all areas of the facility where your child receives

child care services. All parents receive a key code for the front entrance keypad. Come in at any time.

Additionally, parents are welcome to schedule an observation to gain insight into their child's day. We request parents to schedule observations after students have had at least two months to adjust to their new routines and the environment. Parents can call or message us through the Procure app to schedule an observation.

## **PARENT PARTICIPATION**

We believe that building a strong, supportive community around our children is crucial. Parent involvement plays an important role in a child's preschool experience. There are a variety of ways parents can support their child:

### **Procure App:**

The Procure app is the hub of our school. It is a secure, interactive tool that allows you to gain insight into your child's world with daily updates, communicate with staff, and sign your child in and out each day. We encourage all parents to download the app and create an account.

### **Special Talents:**

If you have a special talent you would like to share, such as playing an instrument, gardening, art, performing magic, etc., we would welcome it. Please let us know so we can schedule a visit.

### **Communication:**

Communication between parents and preschool staff is vital. Parents should watch Procure app messages, newsletters,

and special events posted to the Parents section of our website. If you have any questions, please message us.

### **Family Nights and Special Events:**

We will be hosting several family events throughout the academic year. These events offer a great opportunity to meet other enrolled families and interact with staff. Keep an eye out for newsletters and our special events calendar.

### **Volunteering:**

Parents are encouraged to volunteer. Whether it's in the classroom, at a special event, or during a field trip, parent participation is always welcome. Please let us know if you're willing to volunteer.

### **Conferences:**

While we don't schedule traditional parent - teacher conferences, our staff is committed to providing daily updates about your child's preschool experience. Teachers may request a conference from time to time, and parents are always welcome to schedule a conference with their child's teacher.

## **FIELD TRIPS**

Special field trips to various off-campus locations help to enrich the education of children. Trips are planned in advance and require special permission from each parent to enable the child to participate. These forms will be available for you to sign prior to any off-campus field trip. Parents are always needed and welcome as chaperones on these trips.

## **DISCIPLINE**

We believe that natural consequences are the most effective way for students to learn from their mistakes. If something is knocked down by a child, they are the one who fixes/cleans it up (with a teacher's assistance if needed). Positive redirection and refocusing will be used to help young children make safe and productive choices at school. We state what the child should do in a positive way such as "we walk in the classroom" instead of "don't run". If a child becomes a disruption he/she may be asked to sit apart from the rest of the children and observe the rules of the classroom. Any persistent problems will be discussed with parents in a timely manner. In cases of extreme misbehavior parents will be required to pick their child up from school within 30 minutes of being notified.

## **SUN PROTECTION**

We encourage you to provide your child with the sun protection of your choice: hat, sunscreen, long sleeves, etc. (sunscreen should be applied before your child arrives at school and we will reapply in the afternoon).

## **MEDICATIONS AND ILLNESS**

Medications are only administered for life threatening conditions (Example: Epipens or inhalers). In these situations, the medication must be brought in its original container with a prescription label that includes the child's name, doctor's name, medication name, required dosage, expiration date, and instructions for administering. A

Permission to Administer Medication form must be filled out completely and signed by the parent. If a child becomes ill he or she will be sent home. If your child is not feeling well (fever or stomach upsets during the past 24 hours, bad cough, very runny nose, any unexplained rash, or eye redness, etc.) please keep him/her home to protect his/her classmates. If your child has been diagnosed with a contagious disease such as chicken pox, strep throat, pink eye, etc., please let us know so that we may notify other parents to be on the lookout for symptoms in their child.

## **ACCIDENTS AND EMERGENCIES**

Heritage Montessori School has a first aid and CPR trained staff member on premises at all times children are present. All actions necessary to insure the health and safety of a child will be taken in the event of a medical emergency or serious injury. In case of emergency, 911 will be called and the child will be transported to the nearest healthcare facility. Parents will be notified immediately following all serious injuries and in most cases, will make the decision regarding the need for medical intervention. Regardless of severity of injury, an incident report will be logged in Procure and parents will receive a push notification. First aid will be administered to any child needing care.

## **TRANSPORTATION**

We do not provide transportation service for students of Heritage Montessori School.

## **SPECIAL NEEDS**

Special needs children are evaluated individually to determine if our program is a proper fit.

## **LICENSING**

We are licensed by the Arizona Department of Health Services. They are located at 150 N. 18th Ave., Ste. 400, Phoenix, AZ. Their phone number is 602-364-2539. Our records and inspection reports are open to the public and available at AZDHS Division of Childcare Licensing and at the School's office.

## **LIABILITY INSURANCE**

Heritage Montessori School carries a liability insurance policy that complies with the requirements of the State of Arizona. Documentation of the liability insurance coverage is available for review at the School's office.

## **PESTICIDES**

In the event of any pesticide being applied in any area of Heritage Montessori School, pesticide information will be available to all parents, upon a parent's request, at least 48 hours before a pesticide application occurs on facility premises. This information will include the following:

1. The brand, concentration, rate of application, and any use restrictions required by the label of the herbicide or specific pesticide;
2. The date and time of the pesticide application;
3. The pesticide label and the material safety data sheet;
4. The name and telephone number of the pesticide business licensee and the name of the licensed applicator.