



Trulove Montessori School

Parent Handbook

2017-2018

Dear Parents,

Welcome to Trulove Montessori (TM). I am excited to be working with you and your child. Please take time to read this handbook thoroughly; it is designed for you and your family to become familiar with the policies and procedures of TM. All parents are expected to be familiar with the school policies and to abide by them. Please return the signature portion of the handbook to the school.

Sincerely,

Nadeesha (Deesha) Trulove

General Information

Trulove Montessori is proud to provide your children with an opportunity for Montessori education in a safe and nurturing environment. Through the Montessori Method, the children interact within the prepared environment, working at their own developmental learning pace while adhering to principles of grace, courtesy, and respect for each other and the learning materials. Both individual and group learning experiences are emphasized within each classroom, using Montessori materials. Maria Montessori said, "Play is a child's work." This Montessori principle holds that children learn by doing "work," which promotes focus on Respect for Self, Respect for Each Other and Respect for the Classroom Environment. Therefore, classrooms become small communities. At Trulove Montessori, the classroom has Montessori materials designed to fit individual children's needs, create meaningful learning experiences, and maximize each child's abilities. The prepared environment invites interaction between children, materials and the guiding teacher. Montessori materials capture a student's inner curiosity while allowing him or her to move naturally through stages of development and levels of learning.

Goals

Trulove Montessori's goal is to serve the community by providing a Montessori environment and education for all students. The four core curriculum areas — practical life, sensorial, math, and language — are enhanced by cultural studies including music, art, and geography. We believe in Maria Montessori's philosophy that all children are unique, curious about their world, and born with a desire to learn. We respect these characteristics, and it is our goal to provide an environment where the child will have a quality learning experience.

About Us

Trulove Montessori was established June 1, 2009 by director and founder Nadeesha (Deesha) Trulove. Nadeesha is a second-generation Montessori student and a third-generation Montessori teacher. Following in her grandmother's and her mother's footsteps, Nadeesha received her AMI diploma May 2006. She was the lead guide at Children's Community of Austin from 2006-2008 and the director of CCOA in 2006.

Address and Hours of Operation

Trulove Montessori
1406 W. North Loop Blvd.
Austin, TX 78756
(512) 789-2284
www.trulovemontessori.com/

Trulove Montessori is open Monday – Friday, 8:00 a.m. – 6:00 p.m.

We follow the AISD school year calendar. Please note if AISD is closed for bad weather TM will be closed as well. For more information, please visit www.austinisd.org/announcements.

Tuition

5-day program

8:30 a.m. – Noon — \$725/month

8:30 a.m. – 2:30 p.m. — \$775/month

3-day program

8:30 a.m. – Noon — \$625/month

8:30 a.m. – 2:30 p.m. — \$675/month

2-day program

8:30 a.m. – Noon — \$425/month

8:30 a.m. – 2:30 p.m. — \$475/month

After-school program — \$125/month

Tuition is due on the 1st of every month. A late fee of \$75 is implemented on the 3rd, with a daily fee of \$10 added after the 3rd.

Please note Trulove Montessori is an academic program. Full tuition is due every month regardless of scholastic holidays.

There is a \$150 application fee due upon the child's start date and a \$175 materials fee due on the first day of the fall semester.

Student Supply list

Please ensure that your child has the following items:

- Extra clothes** — one set of extra clothes and two extra pairs of underwear (**TM does not administer diapers or Pull-Ups**). Please label all clothes with your child's initials and send them in a Ziploc bag. Any soiled clothes will be sent home and a new set of clothes will be needed. Please be sure all extra clothes are weather appropriate.
- Journal or small notebook** — Please send a journal with your child on the first day of school. The journal will travel back and forth between home and school on a regular basis. Using the journal helps communication between the guide and parents.
- Indoor shoes** — a pair of inside shoes that your child may change into when entering the class (Robeez, Shooshoos, Crocs all work great).
- Rest time supplies** — A sleep mat and any items such as a pillow, blanket, and snuggly that your child may want to bring during rest time. Rest time items will be sent home every Friday for laundering.
- Water bottle**
- Lunch** if your child stays for afternoon time
- A hand towel** labeled with your child's name
- A bowl and plate** for snack and food prep

School Policies and Procedures

Procedure for Pick-Up and Drop-Off

Please be respectful of our neighbors when dropping off or picking up your children. If possible please pull into the gravel circle drive or the parking lot in back.

TM is open from 7:45 a.m. to 6:00 p.m Monday through Friday. One of the ways we differ from a day care center is that we are a school; in addition to caring for your child's basic needs, we teach life skills and concepts that they can build upon, allowing for unlimited opportunities for growth. The structure of arrival time sets the tone for the day, and allows for the classic three-hour Montessori work cycle — the hallmark of the Montessori Method. We ask that children are not dropped off after 9:00 a.m. to preserve the tone of the classroom.

We strongly suggest a goodbye ritual for young children or children just starting; something that is brief and special for you and your child. This can be a song, special handshake, phrase, etc. A goodbye ritual helps to ease the transition from home to school.

You may come to the back door or into the classroom to pick up your child. Children will be released only to their parents or anyone who is on the pick-up list. TM requires a written note to release a child to anyone else, including that person's full name and phone number. That person must provide photo identification upon entering TM.

School closes promptly at 2:30 p.m. There is a grace period until 2:45 p.m. After that, a \$1 per minute fee will be added to your child's tuition the following month.

If your child stays for the after-school program, school closes promptly at 6:00 p.m. A \$1 per minute fee will be charged to you in the event of any late pick-up, payable to the teacher on duty.

Health

If your child is exhibiting contagious symptoms such as sore throat, cough, rashes, etc., he or she should be kept at home.

A child who is ill with a temperature of 100.4 degrees or higher, a parent will be notified to come pick up him or her. All children must remain fever free without the use of fever reducing medications for **24 hours** before returning to TM. If a child is vomiting, has diarrhea, or exhibits any other symptoms and is unable to be an active participant, parents will be called as well. These guidelines are for the health and safety of all the children who attend TM.

Immunizations and testing requirements

TM requires all children to have a signed health statement on file upon their first day, along with all immunization records or waiver.

Hearing/Vision screening requirements

All children at age 4 must have a hearing and vision screening test. TM will need a copy of the results no later than 30 days after the child's 4th birthday.

Medication

Trulove Montessori only administers medicine in emergency situations (i.e., inhaler for asthma). Parents must include written instructions with the medication and sign the medical forms.

Medical emergencies

In the event of a medical emergency, 911 will be called and the parents will be contacted right away. Teachers will be instructed to follow the guidelines that 911 has given (i.e., keep performing CPR until we arrive, don't move the child, etc.).

Procedure for parental notifications

Parents will be informed of any policy procedure changes at TM through a written notice, and all changes will be posted on Google group as well.

Discipline and Guidance

At Trulove Montessori we strongly believe in redirecting the child and giving the child vocabulary to use in order to express himself or herself. Physical discipline of any kind will not be used at Trulove Montessori.

Clothing

Children need to wear comfortable clothing that they can work in without fear of getting dirty or messy. Clothing should be easy for a child to remove independently. Tights, buttons on pants, overalls, etc., can be difficult when making trips to the bathroom. For younger children, several sets of extra clothing is recommended.

Field Trips/Transportation

TM does not provide transportation to any students. On field trip days, parents drive the children to the field trip site. Permission slips will be sent out two weeks before the field trip. TM must have your child's permission slip on file prior to the day of the trip.

Water Activities

TM children do not participate in water activities on a regular basis. In the event that sprinkler play is offered, a permission slip will be sent home to allow your child to participate.

Toys

While we do not encourage children to bring toys to school, at TM we understand that there may be times when your child has difficulty parting with a special toy, book, etc., during school hours. If your child happens to bring a special item to school, it will be placed in the kitchen for safe keeping until your child's school day is over.

Show and Tell

Show and Tell is held during gathering every Friday. Please have your child choose one non-electronic object based on the theme of the week that he or she would like to share with the class. Upon arrival, your child may place his or her Show and Tell item in the burlap sack that hangs on the door to the kitchen.

Lunch

If your child will be staying for the afternoon, please send a healthy lunch in reusable containers — for example, a turkey sandwich, carrot sticks, strawberries, and yogurt. Please save all treats (candy, gum, Twinkies, etc.) for home enjoyment. TM will provide water during lunch. If you would like your child to enjoy a different beverage, please send it along with his or her lunch. Please be sure that your child's name is clearly labeled on the lunch bag, as well as on all containers.

Snack

TM parents will provide a morning snack, which should include a fruit and protein. As often as possible, children will participate in the preparation of snack.

Rest time

The children will have a daily rest time from 12:45 p.m. to 2:15 p.m. each day. The guide present will read a child appropriate chapter book aloud during this time. The children are NOT required to sleep; they may read a book or bring quiet work to their mats.

Earth goes around the sun

At Trulove Montessori we love birthdays! To celebrate a child's birthday, we ask that parents bring in a special treat and the child's favorite book. The class sings our special Earth goes around the sun song while the birthday honoree walks around the sun (a candle). Please email Deesha to schedule your child's Earth goes around the sun.

Substitutes

In the event that the guide falls ill, we have on hand a list of substitutes that would be happy to fill in. **If 50 percent of the school falls ill, school will be cancelled that day.**

Relocation plan

In the event that children need to be relocated from the school and are able to exit through the front and/or back door, the teacher in charge will gather and walk the children to the apartment complex next door, at 1408 North Loop Blvd. The teacher will have her cell phone on her to call fire/police, etc. Once the children are in a safe place, all parents will be contacted through a group text and an email will be sent out through the Google group. The children will remain outside the school until it is safe to enter again.

In the event that the children are unable to exit through the doors, they will be barricaded into the kitchen (the kitchen locks from the inside) and gather to the far back corner of the room. 911 will be called, and if it is safe to leave the building the children will exit through the kitchen door and over to the surveying company located on our other side. Parents will be notified via text and Google group.

Gang Free

Trulove Montessori does not tolerate any gang violence. Any gang activity within 1,000 feet of Trulove Montessori will be reported immediately.

Parent questions

TM holds parent/teacher conferences twice a year. If you need to speak with your child's teacher, conference hours (by appointment only) are between **2:30 p.m. and 3:30 p.m., Monday through Thursday**. Please call 512-789-2284 to schedule an appointment. You may also leave questions or comments at www.trulovemontessori.com

Website: www.trulovemontessori.com/

In addition to information about TM, the school website will often be updated with parent info, upcoming events and volunteers for the class.

Texas Family Code (TFC) 261.101

TFC 261.101 requires that as a professional any suspicions of abuse and neglect must be reported to the abuse and neglect hotline within 48 hours of concern.

Any parent may visit the school unannounced at any time during the operating hours to check on their child or review the minimum standards. Minimum

standards, as well as fire, sanitation, and gas inspections are always available to review at TM. Parents may also access this information on the TDFPS website. www.dfps.state.tx.us

Important Numbers:

Local Child Care Licensing: (512) 834-3195

FPS Abuse Hotline: (800) 252-5400

Deesha Trulove — cell: (512) 789-2284

Trulove Montessori — cell: (512) 294-5971

Community Work Days

Twice a year we will come together as a community to work at the school, usually once in the fall and once in the spring. Typically the day will be from 9:00 a.m.- Noon. We ask that every family participate and bring whatever skills and tools you have available.

Parent volunteers

If you are interested in volunteering at TM, please email trulovemontessori@gmail.com.

Volunteers will be needed for organizing/helping with the following:

- Gardening
- Organizing community groups to come to the school and talk with the children (firefighters, police, etc.)
- Winter donation drive
- Holiday celebration parties
- End of the year celebration
- Volunteering in the classroom
- Fundraising

School Wish List

- **Outdoor materials**, including but not limited to: kid-sized gardening tools, bags of sand, plants for the vegetable garden, binoculars, bird feeders and food, playground equipment and toys, tree stumps for balancing/jumping from one to another, any other age-appropriate outdoor equipment.
- **Indoor materials**, including but not limited to: art/craft materials, used washer/dryer, child-sized utensils, toaster oven, cleaning supplies for kids (broom, dust pan, spray bottles, etc.)
- **Your TIME** (anchor hooks for nap mats, water garden on weekends, build shelves, whatever your talent is we would love for you to share it with us!)

I have received the TM parent handbook. I acknowledge understanding of the terms and conditions. Any amendments to these policies will be provided to me in writing.

Child(ren)'s Name(s): _____

Parent/Guardian Signature:

Date: _____

Parent/Guardian Signature:

Date: _____