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## The Children's House of Wellington

"Let us give the child a vision of the whole universe....  
for all things are part of the universe, and are connected  
with each other to form one whole unity." Maria Montessori

### Welcome

We welcome you to The Children's House of Wellington! We are very pleased you have decided to join our school where your child's growth and development is our main focus. This handbook will serve as your guide to our school policies and procedures. Please review it and become familiar with the contents. **We ask that you sign and return to the office the sheet in the back of the book stating that you have read and will abide by the policies stated in the Parent Handbook.**

### Our Philosophy

The Children's House of Wellington has adopted the teaching methods of Dr. Maria Montessori. Dr. Montessori recognized the child's spontaneous urge to learn and seek information. Children are naturally curious and eager to find order in their world. When placed in an enriched environment they are capable of absorbing knowledge and have the power to teach themselves. There is joy and happiness as they unlock the secrets of the universe. Teachers are privileged to witness the emergence of enlightened individuals who will be able to direct and mold their own future.

### Educational Goals

The Administration and Staff of The Children's House of Wellington is committed to ensuring that each child has the opportunity to achieve individual success by encouraging and guiding our children to:

- choose challenging work
- complete a work cycle
- follow directions
- establish good relationships
- work independently
- work without disturbing others
- lengthen their attention span
- develop self-confidence
- display appropriate behavior
- develop conflict resolution skills
- develop self-control and self-discipline as opposed to good behavior imposed by rewards and punishment

## **Admissions**

The Children's House of Wellington is a non-denominational, non-discriminatory preschool serving children from 2 to 6 years of age. Preference is given to returning children, siblings of enrolled children, those transferring from other Montessori schools and the school's need for balanced classes. All children, including those with special needs are welcome at our school. Before you enroll your child in our program, we request that you visit our school along with your child. Appointments may be scheduled by calling the office.

## **Provisional Acceptance**

All children enrolled are accepted into the program with the understanding that if the teacher feels the program can not meet the child's needs, the staff and parents will explore alternatives.

## **Enrollment Agreement**

A child is officially enrolled in the program when the school has received the application, enrollment fees, signed agreement the Florida school entry health form (yellow) and the Florida Certificate of Immunization (blue).

Enrollment in the program is binding for the school year. *Parents are responsible for tuition for the full year regardless of the amount of time the child attends school.*

## **Withdrawal**

If both parents and school administration decide The Children's House of Wellington is not appropriate for an enrolled child, the child may be withdrawn and the parents relieved of any further financial obligation.

In the event parents initiate withdrawal of a child before the end of the school year for any reason, written notice, 60 days in advance, must be given to the school. The school will make every effort to fill the vacated space. However, the parents will remain financially responsible for tuition for the remainder of the year or until the school is able to replace the income represented by the tuition.

## **Tuition Policy**

Tuition may be paid annually or monthly. Annual payments are due on or before the start of school. Monthly payments are due on the 1<sup>st</sup> of every month. There will be a \$25.00 late tuition charge for fees received after the 5<sup>th</sup> of the month. There is also a \$20.00 returned check fee charge.

## **Tuition Credits**

There is no credit given for absence (such as, but not limited to, illness, death in the family, vacations) while school is in session. There are no tuition credits for school closings.

## **Re-enrollment**

The Children's House of Wellington makes every effort to create balanced classrooms with regard to age, gender, cultural and economic backgrounds as well as special needs. It is our goal to keep children in the same classroom with the same teacher for a complete three-year cycle. A re-enrollment packet will be sent home in late February or early March each year with tuition and fees listed for the coming year. This form will include a deadline for acceptance. If the school has not received this re-enrollment information by the deadline this space will be made available to students on the waiting list.

## **Student Records**

The staff of The Children's House of Wellington values the privacy of each family that is enrolled and will keep personal and private information secure. Parents may view student records by appointment with the Administrator. Records may not be shared with individuals other than the parents without the express written permission of the parent. Exceptions to this rule:

- other professional personnel within the school
- authorized representatives of the Department of Children and Families or the Florida State Education Department.

If a parent requests transfer of records, such a request must come signed by the parent stating where records should be sent. All financial obligations must be current before any records will be transferred.

## **Arrival and Dismissal**

The teachers plan their day with the expectation that students will be arriving promptly at drop-off time. Late arrivals are disruptive and inconsiderate to the rest of the class. We understand that events may occur which are out of your control. However, we ask that you make every effort to have your child at school on time. The doors will remain locked until 8:30 to allow teachers to prepare for the day. Children arriving more than 15 minutes prior to the start of class *will not* be allowed in the classroom. They will be sent to before school care and parents will be charged \$10.00 for every 15 minutes they are in school prior to the start of class. Children enrolled in after school care should be picked up no later than 2:30 p.m. **In the event of an emergency, please call the office.** There will be a charge of \$10.00 for every 15 minutes that they are in school.

Drop-off times for individual programs are as follows:

All Students: 8:30-8:45 a.m

Dismissal times for individual programs are as follows:

Morning Preprimary 11:30 am

Preprimary and Kindergarten: 1:30-2:00 pm.

Aftercare ends promptly at 2:30 pm.

**Please Note: Your child/children will not be dismissed to anyone other than a parent unless we have written consent.**

### **Attendance**

It is extremely important that children are consistently in attendance and on time. Poor attendance and continued tardiness denies a student the opportunity for learning in the classroom. If your child will be absent from school please notify the office by 9:00 a.m. Please sign your children in with the appropriate time on the attendance sheet at the front desk as you arrive. Although our program is individualized, it still depends upon consistency and continuous progress. Every time a child misses school for whatever reason, there is a period of readjustment as he/she tries to get back into the routine of work. We depend on your family's full support in this area.

### **Classroom Observations**

Parents are invited and encouraged to observe their child at work. We do however, ask that you refrain from scheduling an observation until September as children need these first sensitive weeks of school to familiarize themselves with the work and rules of the classroom.

You may contact the teacher to schedule your visit or leave a note at the office and the teacher will call at your convenience. When observing you will want to see your child's normal routine, therefore, please sit quietly in the designated chair and do not participate in the activity of the classroom. We ask that you limit your observations to 20 minutes. The teacher or a member of the administration will be happy to answer your questions at the end of your observation time.

## **Volunteers and Parent Helpers**

There are many ways parents can be a part of their child's classroom. Following are just a few examples. Please contact your child's teacher if you would be interested in volunteering or have an idea that has not been mentioned.

- listen to children read to you
- share a special skill or cultural information with the class during circle time
- present a special cooking project
- spend time for a scheduled observation
- volunteer to make materials
- sign up to help with going to the library, provide fresh flowers for the classrooms or organizing a special event

## **Discipline**

We believe that discipline is an integral part of any educational experience. Our staff is committed to supporting each child, as well as the class as a whole to develop real self-discipline. This shall be done in a positive manner consistent with respect for the child, avoiding ridicule, outbursts, threats, manipulations, or physical methods of any kind. A disruptive child will be given every opportunity by staff to understand and accomplish what is expected of them to be a positive member of the class. If a behavior becomes a detriment to the child or their classmates, a special conference will be requested. If a student continues to cause problems for themselves or others, their parents will be called regardless of the circumstances to come and take them out of the school for the rest of the day. The school sends notices periodically to let parents know how the child's day was or if an incident occurred that you should know about. These notices are just to keep you informed, not necessarily because the school expects you to take action. For preschool children, a punishment from parents at the end of the day for something that happened at school is really ineffective. It is best just to talk with your child about the incident and remind them to make good choices using positive and supportive language.

## **Conferences**

Communication is a vital part of a child's education. There are two formal conference days scheduled each year. The first conference is usually held in the fall and the second conference is in the late spring. These conferences provide an opportunity to discuss the progress of your child. Parents are encouraged to share their concerns, expectations and delights with the teacher at any time and may call the office to leave a message for the teacher. Calls will be returned at the teacher's earliest convenience. We encourage parents to attend an observation session prior to conferences. A great deal can be learned by patient and quiet observations of your child and his/her classmates at work. Conference days are included on the school calendar and reminders will be included in newsletters.

## **Student Health**

Florida State Law requires that a record of immunizations be on file on or before the first day of school.

Students with infectious diseases, such as chicken pox or strep throat, must stay out of school until the contagious stage has passed. Please be considerate of your child, other students and staff members. It is vital that you let the office know your child's doctor's diagnosis as soon as possible.

**Parents are requested to keep their child home when they are running a fever, have a rash, severe runny nose or cough. Please do not send your child if he/she has: a fever of 100F or higher, discharge from the eyes, diarrhea, or is not well enough to play outside.** Students with symptoms of vomiting, head lice or undiagnosed skin rash should remain at home as well. Young children are extremely susceptible to illness and we try to minimize the exposure to germs. For your convenience there is a detailed list of illnesses located on Page 10.

**Should your child feel ill or display some symptoms while in class**, the teacher will bring him/her to the office. If your child does not feel well enough to return to class or we assess that he/she should not, we will contact you to come and pick up your child. We understand how difficult it might be for a parent to leave work, so you may want to make arrangements with a friend or relative to assist at this time. **Keep all records (phone numbers - work, cell, and home) updated. We must be able to reach you at all times.**

## **Medications**

All medications, including non-prescription drugs, to be given at school require a written request from the physician and a signed permission from the parent(s). The medication must be in its original container and be delivered to the school by the parent(s). The school is not responsible for missed dosages or exact times. If it is critical that a child has medicine at a particular time, please keep the child home until well.

## **Dressing for School**

Children should wear comfortable play clothes made from washable fabrics. *Do not send children in clothing that cannot be soiled.* Fancy dress-up clothes and shoes only inhibit the child's movement. We suggest utilizing Land's End Uniform shirts since they are durable, appropriate and create a noncompetitive atmosphere. Please select clothing that the child can put on and take off independently. They take pride in being able to manipulate their clothing especially as they take care of their own toileting needs. Clothing with small buttons, zippers and buckles are frustrating and present an enormous challenge for them.

Children should bring a change of clothes, shoes and a sweater or jacket to school on the first day. These will be kept in their cubby in case of an emergency. **All extra clothing should be marked with their name, including jackets and sweaters, and placed in a medium to large size zip lock bag.** Please update clothing in cubbies on a regular basis. Clothes, including sweaters and jackets left in cubbies after the last day of school will be donated to an appropriate charity.

For safety, sneakers or rubber-bottomed shoes should be worn. **Please, no sandals, flip-flops, boots or slippery dress shoes.** Girls wearing skirts or dresses should wear shorts or tights underneath as a big part of our day is spent on the floor. **Purses, backpacks, jewelry, and toys are not allowed in school. Items brought into school will be confiscated and placed in lost and found. The school has a limited amount of storage so items will be thrown away after a certain amount of time.**

In keeping with our efforts to promote Peace in the classroom, we require that no logos or characters bigger than the size of your fist be displayed on any article of clothing or body. Superheroes including but not limited to - Spiderman, Incredible Hulk, Power Rangers, and all other violent characters are not permitted. **All children wearing inappropriate clothing will either be given something else to wear or the clothing will be turned inside out.**

### **Lunches**

Lunchtime is a wonderful exercise in the practice of grace and courtesy. It is an extension of the many skills that the child uses in the Practical Life area. These skills help the child to become independent, capable and aware of healthy food choices.

***Reminder: The Children's House of Wellington is a sugar free school.***

Children bring their own lunch to school including a drink, 2 napkins (one to be used as a placemat) and silverware if necessary. Allow your child to help choose and prepare nutritious meals. This helps to build independence and encourages them to eat food they have chosen. ***Hot/Warm food should be placed in a thermos as it is difficult to microwave lunch for so many children.*** Uneaten food will be re-wrapped to allow you to monitor your child's nutrition.

### **Snacks**

Snack is provided by the parents or school in the morning. There may be occasions when your child would like to share a snack with the class, such as birthdays or holidays. We encourage you to contact the teacher to make arrangements and ask that healthy choices such as fruit, graham crackers, cheese and crackers, etc., be selected. Home prepared snacks are against Palm Beach County's regulations.



## **Birthdays**

Birthdays are celebrated at school with a special ceremony during our community time. Your child may bring a special, individually wrapped, healthy snack to serve and share with the class. Parents are invited to join in this celebration if desired. If a parent would like a "Birthday Walk" scheduled, please contact the office to make arrangements. A form will be provided to parents with guidelines for this special day.

## **Holidays and Religion**

The Children's House of Wellington consists of families of all races, beliefs and backgrounds. Our philosophy is to expose our children, from an educational and historical standpoint, to all cultures. Our teachers consider the differences in our children's backgrounds when planning activities that might include religious beliefs. We wish to inform our students of the customs, beliefs, history, and traditions of all cultures, not just their own. We do this through books, movies, guest speakers, music, art and food.

## **Classroom Rules**

It is our goal to provide a safe and happy environment that allows children the freedom to pursue their individual goals and desires for learning, growth and development. Parents should be aware of the basic expectations the school has for each child. Please review, discuss and model the guidelines with your child.

- use "walking feet" in school
- speak with "quiet voices"
- carry one thing at a time, using both hands
- push chairs in when leaving a table
- put work away when finished
- roll up work-rug tightly, keeping ends even and put away
- on line, cross legs and keep hands to yourself
- on line, raise a quiet hand to talk
- walk around rugs
- respect other students' work
- clean up whatever is spilled or dropped

## **Playground Rules**

- use "walking feet" when cement sidewalk is wet
- feet first down the slide
- fences are for safety and not to be climbed
- protect the flowers and garden
- mulch stays on the ground
- play without being rough

## ILLNESS EXCLUSION POLICY

<b>Illness:</b>	<b>Re-admit if:</b>
1. Temperature of 100.0°F digital, 101° rectal or 99° axillary (underarm).	1. Free of fever for 24 hours.
2. Temperature of 100°F digital, 101° rectal or 99° axillaries (underarm) plus one of the following: <ul style="list-style-type: none"> <li>- Severe cold with yellow-green nasal discharge</li> <li>- Cough</li> <li>- Sore throat</li> <li>- Sneezing</li> <li>- Swollen glands or</li> <li>- Skin rash other than mild diaper rash.</li> </ul>	2. Free of fever for 24 hours <u>and</u>  Note is required from a physician or clinic starting that the child is not communicable.
3. Conjunctivitis (Pinkeye) Bacterial and/or Viral	3. All discharge has ceased <u>and</u>  Note is required from a physician or clinic starting that the child is not communicable.
4. Head and body lice	4. After treatment, free of lice and nits.
5. Ringworm of body	5. After treatment and lesions are covered
6. Ringworm of head	6. After treatment, lesions are covered <u>and</u>  Note is required from a physician or clinic starting that the child is not communicable.
7. Skin lesions, impetigo and scabies	7. Skin sores are healed <u>or</u>  Note is required from a physician or clinic starting that the child is not communicable.
8. Vomiting	8. Free of upset stomach and vomiting for 24 hours.
9. Diarrhea (2 or more loose, watery stools per day).	9. Diarrhea free for 24 hours.
10. Fainting or seizures or general signs and symptoms of a communicable disease to which the child has been exposed.	10. Free of symptoms <u>or</u>  Note is required from a physician or clinic starting that the child is not communicable.
11. Fever with any specific signs and symptoms of a communicable disease to which the child has been exposed	11. Free of fever for 24 hours.
12. Any combination of symptoms for consecutive days of attendance.	12. Free of symptoms.

## Emergency Procedures

In this time of global concern and uncertainty, we feel a need to review our school safety plans. The safety of each and every student and staff member is of paramount concern for us. Please read and keep this reference notice readily available should an emergency arise.

### General

We will keep a list of emergency numbers near each exit door. Your designated emergency pick-up person should be available within 15 minutes in the event of weather, medical or general emergency. **It is extremely important to notify and sign out with the designated staff member. It is critical that we be accountable for each and every person.**

### Hurricane

In the event Palm Beach County Schools are closed, prior to or after a hurricane, we will follow their direction and close the school until it is safe to return. *The Children's House of Wellington* will make up hurricane days at our best discretion in keeping with the needs of teachers, staff, children, and the environment.

### Medical

In the event of a medical emergency, the school will call 911 first and then contact the emergency phone number listed. **(Always keep emergency numbers current)** The nearest EMS station transports to either Wellington Regional or Palms West Hospital depending on the situation.

### Lockdown

A procedure used when there is an immediate and imminent threat to the school building population. School staff and students are secured in the classrooms and no one is allowed to leave until the situation has been curtailed.

### Evacuation

**Temporary:** **In the case of fire**, the school population will exit through designated doors and assemble at a predetermined location close by but away from the building. We will practice this drill with regularity and procedures are in place. We will re-enter the building at the discretion of local authorities.

**Long Term:** **In case of an emergency when we cannot remain in the school building**, we will proceed with the whole school to the hallway of the building directly across the street from the school entrance at 12798 Forest Hill Boulevard. Do not call the school. We will call you. If we are unable to communicate with you, please come immediately to pick up your child.

Parent Handbook Acknowledgement Statement

**Enrollment and/or Signing the Registration Form Acknowledges** that I was made available a copy of ***The Children's House of Wellington Parent Handbook***. I have read the handbook and understand its contents. I fully understand it is my responsibility to be familiar and comply with these policies. I further understand that the policies stated are guidelines that can be modified by the Center if necessary.





Parent Handbook Acknowledgement Statement

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Please sign and return to Main Office

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Please Print Student's Name

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Please Print Parents' Name

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Date

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Parent/Guardian Signature

-----  
Date

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Parent/Guardian Signature

Please sign and return to the office. Thank you.  
Any questions please call the school at:  
561-790-3748