

# **WHISPERING FARMS**

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 **MONTESSORI ACADEMY**



## **Parent Handbook**

**2015-2016 School Year**

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## **WELCOME**

*Thank you* for choosing Whispering Farms Montessori Academy.

We appreciate the confidence you have in our ability to teach and care for your child. Please read this handbook thoroughly, as it covers very important policies and procedures that not only govern our school, but also pertains to the care of your child. If you have any questions regarding any policies, please do not hesitate to ask.

The best assurance for the success of your child's experiences is the close cooperation, interaction, and understanding of both parents and staff.

The staff of Whispering Farms Montessori Academy is dedicated and experienced in providing the kind of caring attention that your child needs. We welcome you to our school and hope that it will be a growing experience for your child.

## **NON-DISCRIMINATION STATEMENT**

Whispering Farms Montessori Academy will maintain and conduct all practices relating to enrollment and discipline in a manner which does not discriminate against any child, parent or family on the basis of race, color, religion, national origin or sex.

*Whispering Farms Montessori Academy is open to all children ages 6 weeks to 6 years.*

## **RIGHT OF REFUSAL OF SERVICES**

Whispering Farms Montessori Academy reserves the right to refuse services to any individual or family which does not adhere to **the policies set forth in this handbook.**

## **CONFIDENTIAL INFORMATION**

Each child has a right to confidentiality. All information pertaining to the children in our program, including all reports, records, and data are confidential and used for internal purposes only. Information pertaining to children enrolled at Whispering Farms Montessori Academy will not be released to third parties without the express written permission of parent or guardian, unless required by statute, court order, or licensing mandate.

## **MISSION STATEMENT**

To provide a purposefully structured environment for children up to six years of age, where they not only develop emotionally, physically, mentally as individuals, but also learn good work habits and ethics which will enable them to be a productive part of a group.

## **VISION STATEMENT**

To provide a safe and controlled environment where children will be motivated to learn through exploring their environment to develop a well rounded personality.

## **CORE VALUES**

- ❖ To inspire a child to lay a foundation of life time learning.
- ❖ To help a child develop imagination and establish strong self esteem.
- ❖ To instill integrity, responsibility, respect and community leadership, so that our children are independent, compassionate and engaged citizens of our world.

- ❖ To encourage them to be independent thinkers, so that they can get through not only school but also life.

## **GENERAL INFORMATION**

**Whispering Farms Montessori Academy is located at 2460 Prosper Trail. Our operating hours are 6:30 a.m. to 6:30 p.m. Monday through Friday. Year round. Our phone number is 972-346-3553**

**Our mailing address is:**

**2460 E. Prosper Trail**

**Prosper, TX 75078**

**Email: [info@prosperchild.com](mailto:info@prosperchild.com)**

**Website: [www.prosperchild.com](http://www.prosperchild.com)**

## **HOW TO CONTACT LICENSING**

Montessori Academy is licensed by the State of Texas under the Department of Family and Protective Services. The telephone number for the Licensing Division is 1-800-582-6036. Their web site is <http://www.dfps.state.tx.us/>. A copy of the Minimum Standard Rules for Licensed Child-Care Centers is on file in the office at Whispering Farms Montessori Academy. The latest school inspection report is framed in our lobby in the glass cabinet for the parents or concerned parties to inspect.

## **HOW TO REPORT CHILD ABUSE**

Child abuse and neglect are against the law in Texas, and so is failure to report it. To make a report call the abuse and neglect hotline at 1-800-252-5400.

## **REPORTING OF CHILD ABUSE**

By law, any employee of Whispering Farms Montessori Academy who knows or has reason to believe that a child is being neglected or physically, emotionally, or sexually abused, shall immediately report the information to the local welfare agency or police department.

## **GANG FREE ZONE**

Under the Texas Penal Code, any area within 1000 feet of a child-care center is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

## **BREAST FEEDING FRIENDLY**

Whispering Farms Montessori is a breast feeding friendly facility. Mothers with infants enrolled at the school are welcome to breastfeed or provide breast milk for their child while in care.

## **INSURANCE**

The state of Texas requires that parents receive written notification of the type and level of liability insurance coverage held by license holders. Whispering Farms



Montessori Academy carries adequate comprehensive general liability policies for the operation of a child care center.

## **ENROLLMENT**

Whispering Farms Montessori Academy serves children ages 6 weeks to 6 years. We offer open enrollment when space is available. We operate on a modified school calendar and are open all year. Our admission process begins with a tour of the school. This gives you an opportunity to become acquainted with our school and receive a personal orientation to the Montessori classroom. Our Director meets with you and your child to ascertain your child's readiness for his class, so that we may make a decision regarding which class will be the best fit for him/her. **Each child is admitted on a six-week provisional period.**

For your child's safety and to comply with state regulations, all WFMA enrollment papers and health records must be completed before your child can begin school. These forms and records are kept in the school office and must be updated yearly in order to comply with licensing requirements. These documents are very important as they also specify

who is authorized to pick up your child from school, or who should be contacted in case of an emergency.

## **IMMUNIZATION REQUIREMENTS**

Each child enrolled or admitted to Whispering Farms Montessori must meet applicable immunization requirements specified by the Texas Dept. of State Health Services (see chart below). This requirement applies to all children in care from birth through 14 years of age. All immunizations required for the child's age must be completed by the date of admission. If an immunization has been missed or delayed a written and signed statement from the child's health care provider must be presented and kept on file. Parents who choose not to immunize their children or have set up a delayed vaccine schedule with their pediatrician must submit a notarized *Affidavit: Exemption from Immunizations for Reasons of Conscience*. This form will be kept in your child's file. Immunizations must be kept up to date- this includes booster shots. Please make sure to

update your immunizations any time your child receives a new vaccine.

**Recommended Immunization Schedule for Persons Aged 0 Through 6 Years—United States • 2011**

For those who fall behind or start late, see the catch-up schedule

Vaccine ▼	Age ►	Birth	1 month	2 months	4 months	6 months	12 months	15 months	18 months	19–23 months	2–3 years	4–6 years
Hepatitis B <sup>1</sup>		HepB	HepB				HepB					
Rotavirus <sup>2</sup>				RV	RV	RV <sup>2</sup>						
Diphtheria, Tetanus, Pertussis <sup>3</sup>			DTaP	DTaP	DTaP	DTaP	see footnote <sup>3</sup>	DTaP	DTaP			DTaP
<i>Haemophilus influenzae</i> type b <sup>4</sup>			Hib	Hib	Hib <sup>4</sup>	Hib	Hib	Hib				
Pneumococcal <sup>5</sup>			PCV	PCV	PCV	PCV	PCV	PCV			PPSV	
Inactivated Poliovirus <sup>6</sup>			IPV	IPV	IPV	IPV	IPV	IPV				IPV
Influenza <sup>7</sup>								Influenza (Yearly)				
Measles, Mumps, Rubella <sup>8</sup>						MMR	MMR	MMR	MMR	see footnote <sup>8</sup>		MMR
Varicella <sup>9</sup>							Varicella	Varicella		see footnote <sup>9</sup>		Varicella
Hepatitis A <sup>10</sup>								HepA (2 doses)				HepA Series
Meningococcal <sup>11</sup>												MCV4

 Range of recommended ages for all children

 Range of recommended ages for certain high-risk groups

This schedule includes recommendations in effect as of December 21, 2010. Any dose not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The use of a combination vaccine generally is preferred over separate injections of its equivalent component vaccines. Considerations should include provider assessment, patient preference, and the potential for adverse events. Providers should consult the relevant Advisory Committee on Immunization Practices statement for detailed recommendations: <http://www.cdc.gov/vaccines/pubs/acip-list.htm>. Clinically significant adverse events that follow immunization should be reported to the Vaccine Adverse Event Reporting System (VAERS) at <http://www.vaers.hhs.gov> or by telephone, 800-822-7967.

## **REGISTRATION FEE**

Upon enrollment, an application and registration fee is required for each child. The registration fee is renewable each spring when you register your child for the following fall program. Application and registration fees are not refundable.

## **SECURITY DEPOSIT**

If you choose to pay on a monthly basis, your security deposit amounts to your total monthly tuition, it is non-refundable and applied to your child's last thirty days in school. You are required to give WFMA a written thirty day notice and the security deposit is applied to those last thirty days in school.

## **TUITION POLICY**

Tuition rates are based on a full school year. The security deposit is due upon enrollment. Tuition for the first month is due on the child's first day in our program, and then by the 1<sup>st</sup> of each month. A late fee of \$10 per day will be assessed for overdue tuition after the 5<sup>th</sup> of each month and a service fee of \$25 will be charged in the event that a check is returned.

Tuition covers the regular school curriculum only. Additional fees are assessed for Extra Curriculum Programs. There will be no adjustment in tuition for

holidays, academic program closing days, emergency closing days or any other day your child does not attend school.

You do have a choice of paying the fee by the semester or by the year. You will receive a 2% discount if paid by semester and a 4% discount if paid by the year.

## **MULTI-CHILD DISCOUNT**

A discount of 5% on the lesser tuition will be extended to families with two children enrolled. A discount of 10% is given on the least tuition when three children are enrolled.

## **RETURNED CHECKS**

You will be charged a fee of \$25.00 for all checks that are returned due to insufficient funds. You will be responsible for making the payment for the amount the check was written, the return check fee and the late payment fee in full and payable in cash. Future payments may also be subject to cash only payments. "Ex: Amt. of Ck. +\$25.00 +\$10.00 a day for each day the fee was late.

## **RIGHT TO CHANGE TUITION FEES**

Whispering Farms Montessori Academy reserves the right to adjust the child care rates with thirty days of written notice.

## **LATE PICK-UP FEE**

Children become upset when parents are late picking them up. The school closes at 6:30pm. Please let us know if you will be late so we can reassure your child. Parents who pick up their children after closing will be charged a fee of dollar per minute after 6:30pm.

## **HOLIDAYS**

WFMA closes in observance of the following holidays and teacher in-service days. The annual published calendar will have the specific dates per year:

New Year's Day  
Independence Day  
Labor Day  
In-service days  
Thanksgiving

Memorial Day  
Christmas Day

## **WINTER STORM CLOSING POLICY**

Whispering Farms Montessori Academy will remain open if possible in the event of snow or ice. The school has the authority not to open if the weather threatens the safety of children and staff.

*In general, we will follow Prosper Independent School District's bad weather schedules.*

### **TELEPHONE CALLS**

**Phone number: 972-346-3553**

## **STAFF**

All teachers at Whispering Farms Montessori Academy are qualified by Texas Department of Family and Protective Services guidelines and are experienced in handling all aspects of your child's development and welfare. Their education is an ongoing process with 24 hours of training per year. Additionally, all lead teachers in a Montessori class have an additional training in the Montessori method of teaching. Along with this training all teachers receive an hour of training in Abuse and Neglect and how to report it to the proper authorities.

Please keep your child's teacher or the director informed if anything major or minor happens in your child's life so that we may be aware of what he/she may be going through. If you are concerned about a behavior or need to talk about your child's progress please make an appointment to meet with the teacher or call the office to set up a phone conference with her. It is difficult to talk to parents during regular class time.

Parent questions are always important to us. You may call and leave a message if the staff member you need to speak to is unavailable. You may also email the director at [info@prosperchild.com](mailto:info@prosperchild.com). We will respond to email inquiries/issues within 24 hours.

## **STAFF IMMUNIZATIONS**

It is not the policy of Whispering Farms Montessori Academy to monitor employee immunization records.

## **ARRIVAL / DEPARTURE**

The staff at WFMA is here at 6:30am for the early extended care hours. The car pool car is operational from 8:00 am to 8:30am. You may drop your child off using the car pool line. If you walk your child in, please check in using our computerized system and escort them to the proper classroom. Please be sure that a teacher receives your child. This is for their safety. However if you are



dropping off your child after 8:30am, please let one of the office staff walk your child to class as having a parent in the class at that time disrupts the whole class. **Children need to be in school by 8:30 a.m.** A phone call is necessary if you are going to be late or if your child is going to be absent from school.

The staff will be conduct physical health checks each day in the class room. This may require the staff to ask the child to remove clothing if deemed necessary. This is for the safety of the children and for you and the teachers to know if there are any concerning bruises or if the child is generally unwell, like running a temp. If there is a concern the parents will be contacted immediately.

When picking up your children we ask that you keep them with you at all times. If you pick up your child at the school release time, which is 11:15am or 2:45pm you may pull through the car line and a teacher will escort your child to your vehicle. Please enter on the west side of the lot. If you pick up at any other time of the school day, please park in a parking place and enter the building using your designated security code. The receptionist will retrieve your child from class to minimize classroom disruptions. If you pick up during the after school period, check in using the security system and you may go to your child's after school classroom to pick them up.

## **ATTENDANCE AND ABSENCES**

Parents are requested to contact the school office before 9:00am if their child is to be absent for any reason. Written notes of illness will be required for all Kindergarten students. Excessive student absences and late arrivals will be documented to determine the student's standing with the school.

## **PARKING**

Parking places are available in the parking lot directly in front of the main entrance to Whispering Farms Montessori Academy. Overflow parking is on the west side of the building. Please drive slowly and with caution while entering the parking lot.

## **TRANSPORTATION**

Whispering Farms Montessori Academy provides transportation to pick up children from Elementary schools for their after school care.

## **DESIGNATED PERSONS TO PICK UP YOUR CHILD**

People who are sent to pick up your child **MUST** have a picture I.D. They must be on the enrollment form "pick up list" and the parent must give written or verbal permission. We will not release a child to a minor under any circumstances. We will check I.D. whenever there is any doubt. Please inform anyone on your pick up list of this policy.

## **PARENT INVOLVEMENT**

Parents are encouraged to become as involved in the school's operation as their schedule will permit. Suggestions for involvement include:

- \* When dropping off and picking up your child, please give them your undivided attention- please finish up cell phone calls before entering the school

- \*Try to engage your children in the morning, bring up the activities they will be working on that day. Try to refrain from using dvd players in the mornings.

- \*Reading your child's daily or weekly activity sheets and works.

- \*Showing interest in your child's activities and carrying on related activities/conversation at home.

- \*Helping with fundraisers, class or school activities like splash day, 4<sup>th</sup> of July parade.

\*Sharing customs, hobbies, and careers with the children.

\*Helping your child bring something from home that relates to the weekly topic.

If you are interested in sharing your talents, let the staff know. Whispering Farms Montessori Academy maintains an open door policy for parents. You are welcome to visit at any time, however we do ask that you make an appointment to observe any class. Classroom observation times are between 9:00 and 11:00 a.m. and can be arranged by appointment.

## **BEHAVIOR GUIDANCE**

Each staff person and child at Whispering Farms Montessori Academy is special and will be treated with respect at all times. Any type of behavior intended to physically or emotionally hurt someone will not be tolerated. Whispering Farms Montessori Academy uses positive guidance as a learning tool to provide children with the guidance and security necessary for emotional and social growth. Positive guidance methods used in this learning process include: redirection, ignoring the behavior, positive reinforcement, alternatives and choices, problem solving techniques, modeling, limit setting, and as a last resort, time out away from the situation and group to calm down for a period of time geared to the age of the child. Maximum time out will not exceed (5) five minutes, the child will then be directed to a constructive activity in a

positive way. Parents will be notified if frequent "time out" is needed. Individual behavior plans will be developed for children who have persistent behavior problems. **Whispering Farms Montessori Academy reserves the right to exclude a child from school when the emotional and physical well being of the staff and other children is in danger and all other positive methods and resources have been exhausted. This notice can come without warning if the situation warrants.**

## **CHANGE IN POLICIES PROCEDURE**

WFMA reserves the right to change any policy or procedure. The school will give written notification to each family when any policies or procedures change if they are related to the care of the children.

## **WITHDRAWAL NOTICE**

To withdraw your child, you must give 30 days written notice to Whispering Farms Montessori Academy. Should this notice not be given, the security deposit will go towards this payment. In the event there is a balance, the guardian will be billed that amount.

## **PARENT/STAFF COMMUNICATION**

To ensure that parents are involved with their child's progress in school, we have an open door policy. If at any

time you wish to have a conference with your child's teacher, please feel free to schedule a time with that teacher. Notes to parents are placed in each student's activity folder or cubby to keep you up to date on your child's intellectual, physical, social, and emotional development. Again, you are encouraged to seek out your child's teacher to discuss your child's progress.

**Should you need to discuss a matter with the director, appointments may be scheduled at your convenience. Whispering Farms Montessori Academy welcomes parents to visit at anytime!**

Always check your child's papers that are collected in his or her folder. Important information to parents will be sent home in this fashion and parents are responsible for checking for these communications. We ask you to promptly bring all concerns and questions regarding your child to the attention of the Whispering Farms Montessori Academy staff and to cooperate fully in the investigation and solution of problems if such arise. We ask that you keep the Whispering Farms Montessori Academy staff fully informed regarding behavior patterns or problems your child may exhibit at home.

## **EMERGENCY PREPAREDNESS PLAN**

In case of an emergency, children will be moved to a designated safe area. These areas are located in the front and back of the building as shown on the Evacuation Plan Map (Please see insert).

In the case of a total building relocation the children will be moved to the alternative shelter (away from the center) located at:

Folsom Elementary  
800 Sommerville Drive  
Prosper, TX 75078  
469-219-2110  
972-346-9245 fax

Children will be accounted for at the time of the emergency using the daily roll call log system. In case of such an emergency the telephone number to contact will be 214-507-2675

Local authorities, emergency personnel, and parents will be contacted. Essential documents that will accompany the children and staff include:

- Parent and Emergency Contacts telephone numbers for each child in care

- Authorization for emergency care for each child in care
- Child tracking system information for each child in care

The students will be transported via our school buses to Folsom Elementary.

To reach Folsom:

You will make a left on Coit.

Right on First Street.

Make another left on La Cima Blvd.

Left onto Livingston Drive.

First Right onto Sommerville Drive.

You will see Folsom on your Left.



## **FIRST DAY AT SCHOOL**

To assure a happy and a successful school experience for your child we have dedicated two days, just before school starts in August when the new student's parents will be welcome to come to class with the child to meet the teacher and get oriented with the class room and the work that they can expect.

Children AND Parents suffer from separation anxiety on the first day/or week of school. This is very natural and the best way to ease all parties involved is to stay calm, pleasant and be prompt to exit. The prompt exit by parents is the most helpful. A lingering, tearful and uncertain departure only makes it more difficult for the child to let go. Your child will soon respond to the care of a reassuring staff member and become adjusted to the new experience.

## **MEALS**

If your child arrives before 8:a.m. a nutritious breakfast and snacks are provided each day. You can send a packed lunch or purchase a hot lunch through our caterer for \$85.00 a month. We encourage all children to eat, or at least taste, each food. Menus include foods children love, but are also planned to meet children's daily nutritional requirements and our licensing requirements.

Our caterer's menu is posted in the school, in our newsletter and on our website. Each month it will be updated on each. If, for medical reasons, your child should require a special diet or has a food allergy, please discuss this with the Director. A signed statement from your physician is required if certain meal components (for example milk or eggs) must always be omitted from your child's diet. The appropriate staff will be notified of any special, prescribed diets.

Please discuss special diet needs with the Director. Because we must conform to USDA child care food program requirements, our ability to individualize diets is limited. However, whenever possible and when given advance notice, we are able to make substitutions for specific food items.

We recommend that you use the caterer for your lunches, not only is it a healthy warm lunch, it also helps when all the children are eating the same food and are not distracted by their neighbors packet of chips or box of cookies. When sending a packed lunch from home, please remember to send cooked foods that can be reheated quickly. Frozen foods are not advisable due to the long microwave times and cool down times. The lunch period is 30-45 minutes in length and to cook and cool down lunches takes time away from the children to eat and enjoy their lunch

We ask your cooperation when supplying snacks for birthdays and special occasions. Snacks or treats to share

with other children must be store bought, nutritionally based, prepackaged, and pre-approved by the Director.

## **REST PERIOD**

For toddlers and preschoolers, a quiet rest time will be daily from approximately 12:00 p.m. until 1:45 p.m. Although children are not required to sleep, everyone is required to lie on a mat and rest quietly for at least 30 minutes. Any child (of napping age) remaining at school at 12:00 will be expected to lie on a mat. After the 30 minute period of quiet rest, a child may read, play or work at various quiet activities offered. Non-napping children will also have quiet time for part of their day. This is a one hour time when the children need to do something quietly and alone. This is not a time that the children lie down unless they choose to do so. When children are together all day, we feel it is important to have some time quiet, alone time.

## **PERSONAL BELONGINGS AND DRESS**

Uniforms are required and should be purchased at Parker Uniforms (located at Park and Preston in Plano). Visit their web site at [www.parkersu.com](http://www.parkersu.com). Our school code is DA242727. Although we do take precautions to prevent clothes from getting damaged, accidents do happen. Whispering Farms Montessori Academy assumes no responsibility for damage to or loss of a child's clothing. Children 3 years and younger **need to bring one extra set of labeled clothing** (shirt, pants, underwear and socks) on

your child's first day of school. When a child has occasion to use the extra set, parents need to bring another set to school the following day for future use. This extra set of clothing does not need to be a uniform.

***Keeping track of your child's clothing:***

Each season presents its own challenge for parents and the school staff regarding clothing. We try to teach the children responsible habits such as hanging their coats on hooks, stuffing mittens, hats and scarves into sleeves, etc. **We encourage you to label clothing, especially those items which can easily be misplaced or forgotten.**

## **BLANKETS**

Blankets must be taken home and washed weekly. Please provide a blanket from home for rest time if your child wants one. Whispering Farms Montessori Academy does not provide these items. Please label these items with your child's name if you choose to send these items from home.

***Blankets and other nap items should fit in a 2 gallon ziplock bag unless your child uses their own nap mat/roll.***

## **OTHER REQUIRED ITEMS**

Whispering Farms Montessori Academy does not provide the following items. Diapers or Pullups, wipes, diaper rash ointments, insect repellents and medications. If your child

needs any of these items, please bring them from home labeled with your child's name.

## **WHAT NEEDS TO REMAIN AT HOME**

**Please leave toys at home.** We cannot assume responsibility for toys or other materials brought from home. Unless your child's diet requires that you bring special foods from home, please do not send food with your child.

## **ACTIVITIES**

Children are divided into small groups according to age and level of development. It is in these groups that the child is exposed to a variety of guided and self-directed activities. Children are given individual attention and opportunity to learn at their own pace. A daily routine and a short summary of the day's happenings are posted in each classroom.

## **WATER ACTIVITIES**

Parents will be notified in advance of any water activities planned by the school. This will include sprinkler play of any kind. WFMA will stay within the state ratio and will not allow any child to participate in a water activity without permission from his/her parent or guardian.

## **PERMISSION SLIPS**

Written parental permission is required for all field trips. Parents will be notified in advance to sign a permission slip. Adequate supervision will be provided during the entire trip.

## **OUTDOOR PLAY**

Outdoor play is an important part of your child's day and total health. Weather permitting; the children will play outdoors each day. You can help your child to enjoy this by being sure that he or she is dressed for the existing weather conditions. **All children who are well enough to be at school will be expected to participate in this activity.**

## **EMERGENCY DRILLS**

Each month, we hold emergency drills to acquaint children with evacuation procedures. These drills and practices are done so children will know what to do in case of an actual emergency. Our school is equipped with a fire alarm system. Fire extinguishers are placed throughout the building.

## **EXTRA CURRICULUM PROGRAM**

Whispering Farms Montessori may offer extra curriculum opportunities such as Art, Just for Flips, Soccer Shots,

Kinder Tots, Stretch and Grow. These enrichment classes vary and are not a part of WFMA curriculum.

## **SUMMER SEMESTER**

We offer Montessori education through the summer months. Usually this time is spent to help them reinforce and keep up their skills they have learnt through the year. We do have a more relaxed curriculum which includes gardening, fun stuff like visits from Story Teller, Petting Zoo and the Track less Train. The summer program does have the same hours as our fall and Spring Semester.

## **SUMMER CAMPS**

We hold Summer Camps for our After Schoolers or older siblings. During this camp we will help keep up their skills in reading, writing and math. We will pick a theme like “Natural Wonders of the World” for an enrichment program, in which we will visit the rest of the world. The projects will include the people, places, food and monuments of a particular country.

## **WELL CHILD POLICY**

Because Whispering Farms Montessori Academy is concerned about the well being of all children in our care, it is important that everyone take precautions to prevent the spread of contagious illnesses. *Please DO NOT send your*

*child to the classroom if you feel that your child is too sick to go outside to play, or to join in on normal activities.*

*An ill child will not be permitted to attend school if one or more of the following exists:*

The child has been diagnosed with a communicable disease, until medical evaluation determines that the child is no longer communicable and is able to participate in the facility's activities.

**FEVER** — Oral temperature degrees or greater; rectal temperature 101 degrees or greater; armpit temperature 99 degrees or greater; accompanied by behavior changes or other signs or symptoms of illness until medical evaluation indicates that the child can be included in the facility's activities; especially when accompanied by other symptoms such as vomiting, sore throat, diarrhea, headache and stiff neck or undiagnosed rash.

**RESPIRATORY SYMPTOMS** — difficult or rapid breathing or severe coughing...child makes high pitched croupy or whooping sound after they cough...child is unable to lie comfortably due to continuous cough.

**DIARRHEA** — After a child has experienced two loose stools, the school will call the parents to pick up the child. Observe the child for other symptoms such as fever, abdominal pain or vomiting.



VOMITING — two or more episodes of vomiting within the previous 24 hours.

EYE/NOSE DRAINAGE — thick mucus or pus draining from the eye or nose.

PINKEYE — Your child may return 24 hours after the treatment has begun.

SORE THROAT — sore throat, especially when fever or swollen glands in the neck are present.

STREP THROAT — Your child may return 24 hours after treatment has begun.

SKIN PROBLEMS — RASH — skin rashes, undiagnosed or contagious.

INFECTED SORES — sores with crusty, yellow or green drainage which cannot be covered by clothing or bandages.

PERSISTENT ITCHING or scratching of body or scalp.

CHICKEN POX — All pox must be crusted over and no fever present before the child returns to class.

APPEARANCE, Behavior, unusual color — Child looks or acts differently: unusually tired, pale, lacking appetite, confused, irritable, difficult to awaken...yellow eyes or skin, gray or white stools, dark or tea colored urine. These

symptoms can be found in hepatitis and should be evaluated by a physician.

LICE — Your child may attend after treatment and when all nits have been removed.

RINGWORM, SCABIES — Your child may attend when treatment has begun.

If a child becomes ill while in our care, we will move the child to a quiet supervised area away from the other children. We will notify you or whomever you have indicated we should notify immediately so that you may pick the child up. ***When you are contacted and told your child is ill, we require you to make arrangements to pick them up immediately.*** If you know this is a problem, please make sure your next two emergency contacts will be available to pick up your child. Let the staff know within 24 hours if your child has a communicable or childhood disease such as measles, chicken pox, mumps, strep throat, scarlet fever, head lice, scabies, impetigo, pinkeye, or ringworm so we can alert the other parents to be on the lookout for possible symptoms in their children. Parents will be notified immediately if their child has been exposed to an infectious or communicable disease and of what symptoms to be aware of. We reserve the right to determine when a child, who has been sick, can return to school.

The child should be kept home until a doctor has decided that the symptoms do not indicate a communicable disease,

the child is no longer contagious, or the symptoms have gone away.

## **VISION AND HEARING SCREENING**

The Special Senses and Communication Disorders Act, Texas Health and Safety Code, Chapter 36, requires a screening or a professional examination for possible vision and hearing problems for children of certain ages and grades. This information may be accessed on the Internet at [www.dshs.state.tx.us/vhs/](http://www.dshs.state.tx.us/vhs/).

We must keep one of the following in your child's file:

- 1) The individual visual acuity and sweep check results; or
- 2) A signed statement from the child's parent that the child's screening records are current and on file at the pre-kindergarten program or school the child attends away from the center. The statement must be dated and include the name, address and telephone number of the pre-kindergarten program or school.
- 3) An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the affiant is an adherent or member.

## TREATMENT AND MEDICATIONS

Whispering Farms Montessori Academy's staff members have passed current CPR and standard first aid courses and will administer to cuts, scratches, bruises, etc. with our first aid kit. **No child will be given prescribed oral or surface medication without physician permission.** Non-prescribed medicine, diapering products, sunscreen lotions, and insect repellents will be given with parental permission and administered according to the manufacturer's instructions unless there are written instructions for their use provided by a licensed physician or dentist.

Medication must be in its original container and have a legible label with the child's name and current prescription information. Non-prescription drugs must have the child's age and appropriated dosage listed on the container. If it is not listed we need a written and signed notice from a licensed physician or dentist with the correct dosage. The administration of medicine is recorded and the record is available to the child's parent(s) or guardian(s). Any expired or unused portion will be returned to the child's parents or destroyed. Anytime medication needs to be administered, Whispering Farms Montessori Academy needs a guardian or parent to sign a medication permission form. Medication is only administered by the Director or Assistant Director.

## EMERGENCY CARE FOR YOUR CHILD

If your child should become seriously injured you need to be notified immediately. There is a release form you sign as part of the admission application. This gives us the authority to get medical attention for your child in the event of an emergency. The source of emergency care would be the CLOSEST HOSPITAL or a hospital you designate. By signing the identification and emergency information form you grant permission for the staff to take whatever steps may be necessary to obtain emergency medical and dental care if warranted. The steps may include, but are not limited to the following:

1. Attempt to contact parent or guardian
2. Attempt to contact parent or guardian through any people listed on the form
3. Attempt to contact the child's physician or dentist

The child's family will be responsible for any expenses incurred. If the emergency is such that a child's life is determined to be in danger, 911 will be contacted first before attempting to contact a parent or guardian.

## **THANK YOU**

We would like to thank you again for choosing Whispering Farms Montessori Academy for your child's care and educational needs. We hope you find this handbook helpful. Feel free to approach us with any additional questions or concerns.