

Ashford Montessori Policies

5906 Westcreek Drive

Austin, Texas 78749

(512) 892 – 1629

Trinh Doan – Director

Hours of Operation

Monday – Friday 6:30 am – 6:30 pm

We open all year round

Ashford Montessori welcomes all children from birth to 12 years without discrimination of any sort.

Program Philosophy and Goals

It is our mission to provide a safe and learning environment to happy, playful and carefree children in our care. We believe that children are empowered to make good choices when they are provided with a nurturing, playful and consistent environment. Our goal is to prepare children to make good choices for themselves. At Ashford Montessori learning center we believe in the whole child, therefore our number one principle and goal is to teach the fundamentals of emotional, social, and educational skills beginning in the stages of infancy throughout one's adolescent years and ultimately molding your child from average to above average.

Fees

Ashford Montessori Cares for children all year round, our annual registration fee and supply fee is **\$ 150 (one hundred and fifty dollars)** covering supplemental insurance, administrative cost and supplies is payable when a child enrolls and each September thereafter. The registration and supply fee is non-refundable. At anytime your child withdraws for any reason, you will be responsible for the registration and supply fee upon re-enrollment.

The goal of Ashford Montessori is to ensure a consistently high quality program for each child in the center. In order to insure a consistency, it is necessary for us to enforce the following rate policies.

All tuition fees are due and payable on Monday for the current week and can be paid on weekly, bi-weekly, or monthly basis, **IN ADVANCE**. The tuition rate for your child is \$ _____ per week. Your payment is considered late after Tuesday for weekly/bi-weekly payment and after the 2nd of each month for monthly payment. A \$10 fee will be added everyday payment is not in our office.

Picking up your child (ren) after closing hours

6:31 pm – 6:45 pm there will be a \$5 late fee

6:46 pm - it will be \$1 per minute(s) plus \$5

One-half of the regular tuition will be charged for absences lasting one or more calendar weeks. If a child is in attendance for 3 or more days of his/her program week, there will be no reduction. Holiday(s) are counted as day(s) in attendance. There is no reduction for part time student(s). It's use it or lose it for children that are enrolled in our two, three days program or before/after school program. Parents are required to give at least two weeks notices prior to withdrawing their child (ren). There is a \$10.00/day bookkeeping fee for payment received after Tuesday. A fee of \$25.00 will be charged for checks returned by bank for any reason. **IF A CHECK IS RETURNED FOR ANY REASON THE TUITION WILL HAVE TO BE PAID IN CASH OR MONEY ORDER THEREAFTER. NO EXCEPTIONS.**

Holiday

We will be closed on New Year's, Good Friday, Memorial Day, July 4th, Labor Day, Thanksgiving Day & Friday, and Christmas. We will close early the day before Thanksgiving, Christmas, and New Year's holiday. Any holiday that falls on a Thursday, we will also close the following Friday. Due to fixed costs averaged over a calendar year, there is no reduction in tuition for our holidays. Tuition charges for these holidays will be calculated as though the child were present, if it is the child's regularly scheduled day at attendance. We make no exceptions to this policy. Ashford Montessori reserves the right to revise any fee and/or policies, upon written notification to the parents.

Bad Weather

We follow Austin ISD schedule. Please check the news on bad weather day(s). If Austin ISD is close due to bad weather, we will also be close.

Requirements

For your child's safety and to comply with state standards, all enrollment papers, including the child's health record and medical information must be completed before attendance. Enroll children are not required to have a TB testing. A child that will turn 4 years old by September 1 will also need to obtain a vision and hearing screening within 120 days of admission. These forms will need to be updated yearly.

Procedures for drop off and pick up of children

Your child must be at the center no later than 10 am for drop off and must be picked up by 6:30pm. Parents will provide Ashford Montessori with names of all person(s) authorized to pick up their child(ren). It is important that the director be notified in writing or by phone whenever there is a change in person authorized to pick up a child (require to show ID).

Procedure for handling medical/evacuation emergency

We will inform parent(s) as soon as possible through phone calls or as the parent comes to pick up their child for minor incident. For major incident, we will go down the list of phone numbers in the enrollment form immediately to inform the parent of the incident.

In an event we have to evacuate the building, Ashford will move all children to Patton Elementary School and you can contact the director at (512) 758-9782.

Illness

For each child's safety and comfort, we cannot care for sick children at Ashford Montessori as we do not have the facilities or specialized staff necessary for such care. A child with 3 or more episodes of diarrhea, and fever of 100 degree or more (A child with fever cannot return to the center within 24 hours from the last fever.) will need to be picked up. A child who becomes ill will be isolated and the parent notified to promptly come for him/her. Please refer to the state minimum standards for child-care center, we follow the state rules and regulation.

Attendance/Absences

Parents are encouraged to take your child to school on a regular basis. Students need to attend school daily to succeed. Please call us or drop a note in the drop box as soon as possible to inform us when your child will not be at the center due to illness or personal reason.

Medication

A written statement from the physician and/or parent must authorize medication given to a child at Ashford Montessori. All medication must remain in the original container, labeled with the child's name, type and date, plus amount and time of dosage. This statement must be renewed each day. **Under no circumstances will staff at Ashford Montessori administer any medication unless the medication authorization form is filled out.**

Special need children

We are unable to include children requiring special care in our regular program without prior consultation and written approval of a qualified specialist in the field of medicine, psychology and or special education.

Nutrition

Breakfast	7:00 am	–	8:00 am	
Lunch	10:00 am	–	12:00 pm	(Varies by Class)
Snack	1:30 pm	–	3:30 pm	(Varies by Class)

We will provide a comfortable chair in the baby room for any nursing mothers. We also have a refrigerator in the building to store breast milk.

Arrangements can be made with the director if you would like to provide a snack for a birthday party or special event. Food should not be brought into the center without the Director's approval.

Program Practice:

We have a full kitchen in the facility and all food are prepared in the building.

All liquid and food hotter than 110 degree are kept out of children's reach.

Staff will be notified and trained on children with certain food allergies to ensure children are protected.

Anytime during the year if we bring food into the building will either be purchased commercially prepared or from an establishment that is inspected by the local health officials.

A healthy snack will be offered to school age children when they arrived at the center.

We do not reward good behavior or clean plate with food of any kind.

Milk, fresh fruit, and vegetables are available for children who bring lunches from home.

Home Lunch Practices:

Please place your child's healthy lunch bag in the fridge upon arrival and don't forget to label with your child's name.

Teachers will be sitting with children during meal time to model eating etiquette and talk about nutritional value of the food they are eating. Parents are welcome to join us during meal time.

We are a peanut free facility so please do not pack any peanut product into the building. Please talk with the director when bringing food into the building to make sure we don't have any other food allergies in the building.

We participate in the Child and Adult Care Food Program (CACFP). Please pack a healthy lunch if you choose to pack your child lunch. There are plenty of ideas at <http://www.squaremeals.org> or let me know and I will provide you with healthy menu ideas.

Breastfeeding Education

Please see teacher/director regarding resources of breastfeeding education and support. You can also go to www.breastmilkcounts.com for more information.

Clothing/Supply

For your child's comfort we ask you to bring a complete change of clothing (We keep them in case of spills or accidents.), blanket (naptime), and bottles, sippy cup, diapers or pull - ups and wipes (if necessary). PLEASE CLEARLY MARK WITH HIS/HER NAME ON ALL THE ITEMS.

Toys

In order to avoid a child's disappointment with broken or lost toy, we prefer that they use the toys we provide. Please leave all toys at home. The only exception will be a "Show and Tell Day".

Discipline/Challenging Behaviors

At Ashford Montessori, every effort is made to provide an atmosphere of activity and learning. Positive reinforcement encourages appropriate behavior in children. When necessary, supervised isolation from the group (TIME OUT) may be used as a form of discipline. The use of physical punishment is never permitted. When a child becomes uncontrollable by our staff, the incident will be documented, and parents will be notified to pick up their child. After two uncontrollable incidents, the child will be suspended for one or more days from the center and a parent conference will be scheduled. After the parent conference and the behavior doesn't change then there's a possibility of termination.

Parent conferences

We will set up conferences as needed. Parents are welcome to set up a conference with the teacher and director anytime throughout the year.

Complaint procedures

First, talk with the teacher and try to come up with a solution. If that cannot be resolved or possible, please talk to the director or person in charge about the issue.

Transportation

Transportation is provided to and from neighborhood schools. If the child is participating in a transportation program, please notify the director of any schedule changes before the bus run begins.

Parent Involvement/Activities

We provide a morning and an afternoon outside playtime daily as weather permit. Our T.V. time in the building is from 5:30pm - 6:00pm. Throughout the year there will be plenty of emails with information regarding activities in the building and/or neighborhood along with any resources that might be useful to parents.

We do not provide water activities or field trip during the school year. We may have them during the summer months. Any parent that would like to volunteer on field trip or help a teacher in the classroom, please talk with the director.

Staff requirements

All staffs are required to obtain an annual of 30 clock hours of training by their anniversary and directors are required 35 clock hours of training by their anniversary.

All staffs are required to have annual training on abuse and neglect of children. Ashford will coordinate with the children's advocacy center annually to hold training on child abuse and neglect for parents and staffs. Ashford does not require immunizations for vaccine-preventable diseases for employees.

WE HAVE AN OPEN DOOR POLICY. We welcome all comment, suggestion, and question. You can contact local licensing office at (512) 834 – 3195 and/or view minimum standard and inspection report at www.dfps.state.tx.us

The child abuse hotline number 1-800-252-5400. Parents can contact the hotline for assistance and intervention regarding abuse and neglect.

There is a water fountain and fish tank on the premises.

Ashford Montessori is in a Gang Free Zone.

I have read Ashford Montessori Policies and agree to its provisions.

Parent

Date

Parent

Date

Director

Date
