



NEW GENERATION MONTESSORI
251 SW 6TH ST.
POMPANO BEACH, FL. 33060
PH. 954.784.2757 FAX: 954.734.8626
WWW.NGMCA.COM EMAIL: INFO@NGMCA.COM



PARENT HANDBOOK

MISSION STATEMENT

We are professional educators working together to provide a warm, loving, and nurturing environment for children. We share a vision of peace, both inner and in the classroom environment. We work to achieve that peace through our own daily experiences and through the skills we are developing ourselves. We strive to meet the needs of each individual child. Children need to feel loved and cared for with respect. By providing this and an environment conducive to learning, children will become loving, compassionate, respectful human beings with a desire and love for learning and towards one another.



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PHILOSOPHY

Our Montessori education program is based upon the discoveries of Dr. Maria Montessori, the first female Italian physician and one of the first advocates of early childhood education. Montessori stresses taking advantage of the children's sensitive periods in language, math, music and sensorial. Children progress through each area of the curriculum by individual lessons using the unique Montessori manipulatives and incorporating the latest technology tools available. Children of all ages show a keen interest in reading, math, geology, science and practical life as they work in a non-competitive, calm atmosphere with materials designed to stimulate their natural curiosity.

We believe in the observation and promises of Dr. Montessori:

- That each child carries within him the person he will become someday.
- That each child is unique and develops and learns at his own pace.
- That the preschool years are critical for learning. Leading psychologists affirm that a child absorbs 50% of his mature intelligence by age four.
- That Montessori children learn how to learn and love to learn. Patterns established in these important early years produce confident, competent learners for life.
- That children who attend Montessori schools develop valuable personal characteristics; among them are self-confidence, independence, sense of order, initiative, self-discipline, ability to concentrate, persistence, increased curiosity and pride in learning.

At New Generation Montessori Children's Academy we believe that all these things happen when children are free to develop at their own pace in a joyful atmosphere that balances intellectual stimulation, creativity and love. We encourage responsibility, resourcefulness and respect for oneself and others.

ARRIVAL AND DISMISSAL

Parents must come into the center with their children to drop off and pick up. All children must be signed in and out each day. Sign in and out books are located in the reception area. This is extremely important as these sheets are used in the event of an emergency. Children will only be released to parents or to an adult that has been designated in writing. Anyone that picks up your child must show a picture id that corresponds with the name on your pick up list.

CENTER OPERATIONS

We are opened Monday through Friday from 7:00am to 5:45pm. Any child (children) picked up after closing will be charged \$1 for every minute you are late.



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HOLIDAY CLOSINGS

New Generation Montessori Children's Academy is closed on the following days:

- New Year's day (if falls on a weekend then the Monday after or the Friday before)
- Martin Luther King Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving and the day after
- Christmas Day (if falls on a weekend then the Monday after or the Friday before). We will also close Christmas Eve Day.

Signs will always be posted

TUITION

There is a \$150 nonrefundable registration fee. **Tuition is due on Mondays** for the week we are in. Tuition payments made after Tuesday at close of business is considered late. A \$50 late fee will be automatically added to your account.

There will be a \$35 charge for any checks returned.

VACATION

One week's vacation will be given each year. The year is based on your enrollment date, not the calendar year. Vacation must be taken in one week blocks. If your child is out beyond the allotted time, you must pay half tuition to hold their space or you must withdraw and re-enroll.



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MEDICAL INFORMATION

Medical information, (form #3040, physical and form #680, immunizations) along with a signed emergency medical authorization form located in the enrollment packet must be on file before your child (children) can enter school. All immunizations must be current.

ATTENDANCE

Children need consistency and order in their lives. All children are expected to arrive at school no later than 8:30am. Children arriving later disrupt the class and feel overwhelmed. Late arrivals can be turned away.

SICK CHILD ATTENDANCE AND LIMITATIONS

Any child who is too ill to participate in indoor or outdoor activities should be kept at home. Children who become ill at school must be picked up immediately. Per the Child Care Ordinance, no child can attend school with the following:

- A fever of 100.5 or above
- A skin rash that has not been identified by a phone call or in writing by a doctor
- Diarrhea and or vomiting two or more times in a day
- Evidence of head lice
- Severe coughing or excessive runny nose
- Conjunctivitis (pink eye)
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open sore

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed so that other parents may be notified of the exposure. CHILDREN ILL BECAUSE OF COMMUNICABLE DISEASES MUST HAVE A WRITTEN STATEMENT FROM A DOCOTR STATING THAT THEY ARE NO LONGER CONTAGIOUS BEFORE RETURNING TO SCHOOL. All children sent home must be symptom free for 24 hours per the Child Care Ordinance before returning to school.



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EMERGENCIES

Minor accidents occurring during class such as cuts and scratches will receive prompt attention by staff members. The injuries will be treated with soap, water and Band-Aids. In the event of a serious emergency, parents will be contacted. All accidents/incidents are documented on an accident/incident report. Parents must sign the report and they will be given a copy.

NEW STUDENT/PARENT ORIENTATION

New Generation Montessori Children's Academy attempts to make every family feel welcomed and happy that they chose our center for their childcare needs. We encourage student and parent interactions. Parents can volunteer or attend special events. We encourage all parents to be involved in their child's education.

PARENT OBSERVATION

We have an open door policy which means that you can come and drop in and out whenever you wish. You cannot sit down and actually observe a class in progress without an appointment. It would be too disruptive to the children. Our children come first at all times. Our goal is to provide the children with a warm, orderly, nurturing environment and your cooperation helps to ensure this.

NEWSLETTER

A monthly newsletter, NGMCA News You Can Use, will be sent home with informative articles and upcoming events.

WEEKLY REPORTS

Every Friday you will receive the work papers of the week and any report from your child's teacher on the needs and performance of your child. It will tell you the highlights of your child's week and inform you of any items needed.



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CONFERENCES

Any parents who have concerns are welcomed to speak to the teacher before or after class time. Children's progress and any problems that the child may be having can be discussed at this time or an appointment can be made through the office. We also schedule an observation with a conference for every child once a year. This is an important time to observe the environment and discuss any concerns or questions you may have.

COMMUNICATING CHANGES

In the event that significant change is going to occur in your home, the center needs to be informed. All information is confidential. This helps us to better interact with your child.

LUNCH AND SNACK

All students are to bring a healthy morning snack, lunch and afternoon snack to school each day. Listed below are examples of healthy snacks. Two of any of these foods:

- 1/2cup milk
- 1/2cup portion juice, fruit or vegetables
- 1 child sized portion bread, cereal, rice or noodles
- 1 child sized snack portion meat or meat alternate

Please provide a well-balanced lunch. We ask you not to send fast food, sodas, heavily sugared or processed lunch items. Due to the fact that there is no cafeteria, heating or refrigeration is not available. Please include an ice pack or hot/cold thermos if needed.

Please notify us of any food allergies.

BIRTHDAYS

Birthdays are a special time for the children. Children enjoy bringing in special snacks to share with their friends. Please check with your child's teacher to see what would be acceptable for their class. Only store bought cakes and cupcakes are allowed. No unblown balloons.



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YOUR CHILD'S FIRST WEEK OF SCHOOL

On your child's first day, all required paperwork must be turned in and completely filled out. Children should not bring in any toys, except for show and tell. The center is not responsible for lost or stolen items. The center will not be responsible for any jewelry.

Children should not wear clothes that hamper going to the bathroom alone. Since children will be on the playground, closed toe shoes should be worn.

WHAT TO BRING FROM HOME

Toddlers:

Sippy cup, disposable diapers, wipes, two changes of clothes, small sheet to cover mat, small blanket. Please label everything.

Twos:

Disposable diapers, wipes, pull-ups, underwear if potty training, two changes of clothes, small sheet to cover mat, small blanket. Please label everything.

Pre-schoolers:

One change of clothes, small sheet to cover mat, small blanket. Please label everything.

For all ages please pick up your child's blanket every Friday and return it clean and fresh every Monday.

ADJUSTING

On the first day, your child may be tearful and have some misgivings about going to school, this is normal. Your child's adjustment depends on you and your reaction. We ask for your cooperation in making the transition process easy for your child. The more confident you are in our center, the quicker your child will adjust. With some children, we find it is best for the parent to smile confidently, say goodbye and leave quickly. With other children, we recommend a more gradual goodbye.

Children frequently cry just until the parent leaves, then the tears stop. We will keep you informed if your child is crying more than this.



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DISCIPLINE POLICY/BEHAVIOR PROBLEM

Our staff models expected behavior and uses positive methods of discipline which encourages self-control, self-direction, self-esteem and cooperation among the children. Corporal punishment will never be used. Time out for no longer than the child's age would be used if needed. Our goal is to give the children the security of knowing we care enough to prevent them from hurting themselves or others.

WEATHER EMERGENCIES

In the event of a severe weather emergency, New Generation Montessori Children's Academy follows the guidelines of the Broward County School Board. However, we reserve the right to modify a policy based on what's in the best interest of the children and NGMCA. As an emergency occurs, we will post signs informing parents of the status of our school. You can also call the school for updated messages.

NON DISCRIMINATION POLICY

New Generation Montessori Children's Academy admits children of race, color, religion, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available at the school.