

welcome little one.

preparing for your first day at montessori preschool

Never help a child with a task at which he feels he can succeed.

Dr. Maria Montessori

welcome to montessori preschool

Thank you for the opportunity to work with your family. We are so excited to partner with you on this journey to support your child. This guide is designed to prepare your family for your child's first day of school. Since 1996, we have learned several tips to make the transition process smooth for our new families.

family & operations handbook

[Click here to read](#) our family & operations handbook to learn our operational policies. This includes details on administering medication, communication, and even celebrating birthdays.

managing first day anxiety

Adapted from Angie Bonthuis at ilovekindergarten.com

The first day can be an anxious time for some children (and parents as well). They walk into a new building and classroom with new children, grownups, and materials. Their mom and dad may seem teary eyed, thinking "Gosh, they're growing up so fast!" Here are a few tips to help manage anxiety in anticipation of the first day of school:

- **Be confident.** Fake it till you make it. If you seem anxious and unsure about leaving your child, your child can feel it too.
- **Make sure to say goodbye when you leave.** Say goodbye and leave the school. Do not linger in the building or follow your child to the classroom.
- **Arrive on time.** Our Montessori program begins promptly at 8:30 AM. Arriving late creates anxiety for the child (How would you feel if you arrive late for a meeting with your boss?).
- **Be patient.** Separation challenges are apparent on the second or third day of school.
- **Be in charge.** Realize you are in control of the transition process (not the child). As the parent, you can help your child by modeling a positive attitude and supporting independence.

talking about the first day of school

A few days before the first day of school, begin to speak positively about school by:

- Driving past the school and pointing out the entrance.
- Organizing an observation day in the classroom.
- Talking about school using positive language.
- Reading a book about the first day of school. [Check out our favorites.](#)

what happens if my child screams and cries?

When a child starts school, it is likely they could be upset at drop off. Do not panic if they throw a tantrum. Continue your goodbye routine regardless of your child's behavior, and allow our Montessori guides to escort your child to class and redirect their attention. The best way to support your child is to leave campus and continue your day. Do not linger in the building. Give us a call after an hour to check in.

be the parent that teachers love

Good education is a product of good relationships, and one of your first tasks in preschool is building a strong relationship with your child's Montessori guide. This requires trust, communication, and integrity. Your interactions with your child's teacher demonstrate your ability to serve as a role model for your child. Try the following to be the parent that everyone loves:

- **Do not walk into your child's classroom.** The classroom is a Montessori guide's workspace. Give her the freedom and trust to do her job.
- **Early education is a profession.** Montessori guides complete rigorous training that takes several years in addition to higher education. Remember, Montessori guides have chosen this job, and they belong to a respected profession that is over 100 years old.
- **Do not yell at a teacher or administrator. Ever.** When there is a disagreement, we can constructively discuss our differences. Our behavior should reflect the social graces we expect of our children (whether it is in the open or behind closed doors).
- **Do not ask for special favors.** We love all of our children, and we believe in fair treatment for all of our families. We will do our best to accommodate our families' needs.
- **Be mindful that we follow State of Texas standards.** Our school follows State of Texas standards when operating a child care center. We want to be helpful, but please recognize that we must also ensure ratios and the safety for our children and faculty. We also must comply with state and local public health and fire safety standards.
- **Communicate openly.** Good relationships rely on good communication. We're on the same team, so communicate openly and frankly (yet respectfully) to maintain transparency. Try to determine the level of communication that is productive with your child's Montessori guide and your Head of School. It is valuable to check in on your child's progress, but do not overdo it.
- **Say thank you.** A thank you or note of appreciation goes a long way in building a positive relationship with your child's guide. Montessori guides have a challenging, intellectually-rigorous job - a simple thank you keeps everyone motivated and excited.

Any child who is self-sufficient, who can tie his shoes, dress or undress himself, reflects in his joy and sense of achievement the image of human dignity which is derived from a sense of independence.

Dr. Maria Montessori

becoming independent: drop off and pick up

One of the most critical learning outcomes in a Montessori environment is independence. Here are our top 10 tips for Drop Off/Pick Up that encourage independence:

- 1. Send positive vibes.** Before going to school, remind your child that school is an exciting new experience. Include a friendly note in their lunch bag. If needed, the Montessori guide will help read it to your child.
- 2. Drop Off/Pick Up is not parking.** If you need time to speak with our Montessori guides, please park in our parking lot and not in front of the school. Avoid speaking about your child in front of them. They are aware of the conversation. Parents are most welcome to stay and observe the cameras or drop in later during the day. We recommend observing at least one week after the child's first day to allow time for a child to settle into class. Please drive slowly. Remember to be courteous to parents in the driveway and be aware of children.
- 3. Model social graces.** It's important to say goodbye and hello to your child during drop off/pick up. These pleasantries mark a transition from home to school as well as model good social behaviors. We will prompt your child to do the same.
- 4. Arrive on time.** Tardiness can create anxiety for children. They also miss opportunities for leadership in the classroom. If you're running late, please let us know. Our Montessori class begins at 8:30 AM.
- 5. Be quick and cheerful.** We recommend a prompt drop off and pick up. Lengthy drop off/pick up can cause confusion and anxiety and disrupt other children in the classroom. Allow your child to walk independently to their classroom.
- 6. Do not walk into the classroom.** An adult's presence may upset other children.
- 7. Greet your child respectfully.** We recommend giving your child your full/undivided attention. Phones can be a distraction when greeting your child. Meet your child's enthusiasm to see you with a calm voice. Speak softly and encourage normal behavior.
- 8. Engage your child about school.** Help your child open up about learning by asking good questions. Avoid open-ended questions like: What did you do in school today? Instead, ask specific questions requiring reflection such as: What made you laugh today?; Did anyone wear a funny t-shirt?; What is a good thing that happened at school today?; Did you cry today?; or Who is your best friend? Why?
- 9. Always Sign In and Sign Out.** Don't forget to sign in on the sheets on the Hall Tree. Follow the same procedure for pick up. This is required by law. Please ensure an authorized adult is signing the document. And remember, our sign in sheets are not a children's coloring book.
- 10. Encourage walking indoors.** Encourage your child to walk. Walking is one of our ground rules in the Montessori classroom, and it promotes safety, concern of others, and a sense of calm in the classroom. Of course, we have fun and run outside!

contact details

Be sure to note down your campus numbers and contact details:

montessori preschool at copperfield
8007 Queenston Boulevard, Houston, TX 77095
281-345-7822

montessori preschool at north cypress
11707 Huffmeister Road, Houston, TX 77065
281-469-4616

montessori preschool at cypress creek
11103 Mills Road, Cypress, TX 77429
281-469-9616

Mr. Kevin Kalra
Director of Innovation and Global Strategy
school8007@gmail.com

final thoughts

We believe education is best forged in a collaborative and open relationship. A Montessori education is a powerful foundation for your child. In addition to the 3 R's, your child learns about independence, how to work with others, and how to be curious and love learning - all qualities needed to succeed in the 21st century and our increasingly interconnected world.

Success in early education begins at home. Parents, faculty, and school leaders should be in sync to ensure a child fully benefits from a Montessori education.

For FAQ's and tuition details, please visit www.ourmontessoripreschool.com/Fall2020



The Texas Department of Family and Protective Services, an Agency of the State of Texas, requires parents to sign and acknowledge receipt of a School Operational Handbook.

I have received the [Montessori Preschool \(School\) Family & Operations Handbook \(Handbook\)](#), and I understand that it is my responsibility to read and comply with the policies contained in this handbook. The handbook describes important information about the school, and I understand that I should consult the office via email (school8007@gmail.com) regarding any questions not answered in the handbook.

Due to the Coronavirus COVID-19 pandemic, I understand the following:

- The school operating hours are 7:30 AM - 5:00 PM.
- All employees, parents, caregivers, and emergency pick ups must wear a face mask/covering when on the school premises. In Harris County, masks are only recommended for children ages 10 years and up. Teachers cannot guarantee that a child will always retain the mask.
- I must arrange to pick up my child immediately if they have a temperature of 100.4 F or above.
- I must maintain updated contact information and inform the school within 24 hours of changes.
- I will not administer a fever reducing medication (like Tylenol) before children come to school.
- I will complete drop off and pick up in the lobby.
- Breakfast ends at 8:00 AM. All children coming after 8:00 AM must have breakfast at home.
- Nap mats will be returned daily for cleaning (unless otherwise agreed upon).
- Tuition must be paid monthly by the first.
- I will maintain social distancing and follow all the rules advised by the school to ensure the safety of staff, children, and fellow families.

I understand that I must contact the school whenever:

- My child is ill or absent.
- There is a change in address or phone number.
- There is a change on the Contact Information form.
- My child or any other family member living with the child exhibits signs of COVID-19.
- My child or any other family member living with the child intends to travel.

Montessori Preschool will make all efforts to follow the Parent/Guardian’s reasonable instructions about children orally. However, all instructions must be confirmed in writing or via email to be effective. The School cannot monitor compliance of oral instructions. Since the information and policies described are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through notices or emails, and I understand that revised information may modify or eliminate existing policies.

Name of Child

Date

Printed Name of Parent/Guardian

Signature of Parent/Guardian



Name of Child (First and Last)	
Birthdate	
Home Address	
Home Phone #	

parents or primary guardians

Guardian Name (First and Last)	
Relationship	
Cell Phone #	
Work Phone #	
Email Address	
Driver's License #	

Guardian Name (First and Last)	
Relationship	
Cell Phone #	
Work Phone #	
Email Address	
Driver's License #	

emergency contacts (optional)

Guardian Name (First and Last)	
Relationship	
Cell Phone #	
Work Phone #	
Email Address	
Driver's License #	

Guardian Name (First and Last)	
Relationship	
Cell Phone #	
Work Phone #	
Email Address	
Driver's License #	

I affirm these are my child's most recent contact details as of August 2020.

Printed Name of Parent/Guardian

Signature of Parent/Guardian

Date



date		hours attending	
name of child		date of birth	

	YES	NO
does your child take a bottle?		
does your child hold a bottle?		
does your child prefer a warmed bottle?		
can your child feed themselves?		
will you supply powder for changing diapers?		
does your child use a pacifier?	when?	

my child eats: baby food formula brand: table food milk breast milk

food likes _____

food dislikes _____

allergies?

special instructions _____

breakfast	time	food and amounts
lunch	time	food and amounts
dinner	time	food and amounts

morning nap time	afternoon nap time
------------------	--------------------

parent signature _____ date _____

**PLACE
PICTURE
HERE**

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: **Yes (higher risk for a severe reaction)** **No**

NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.

Extremely reactive to the following allergens: _____

THEREFORE:

- If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

FOR ANY OF THE FOLLOWING:
SEVERE SYMPTOMS



LUNG

Shortness of breath, wheezing, repetitive cough



HEART

Pale or bluish skin, faintness, weak pulse, dizziness



THROAT

Tight or hoarse throat, trouble breathing or swallowing



MOUTH

Significant swelling of the tongue or lips



SKIN

Many hives over body, widespread redness



GUT

Repetitive vomiting, severe diarrhea



OTHER

Feeling something bad is about to happen, anxiety, confusion

**OR A
COMBINATION**
of symptoms
from different
body areas.



1. **INJECT EPINEPHRINE IMMEDIATELY.**
2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
 - Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS



NOSE

Itchy or runny nose, sneezing



MOUTH

Itchy mouth



SKIN

A few hives, mild itch



GUT

Mild nausea or discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.

FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: 0.1 mg IM 0.15 mg IM 0.3 mg IM

Antihistamine Brand or Generic: _____

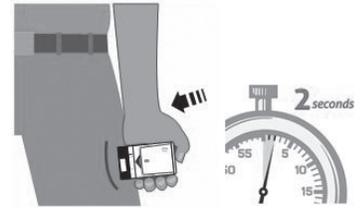
Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.

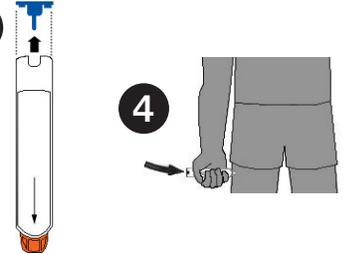
3



HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.

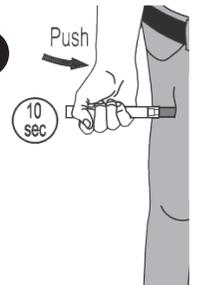
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HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENACLICK®), USP AUTO-INJECTOR, IMPAX LABORATORIES

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. Call 911 and get emergency medical help right away.

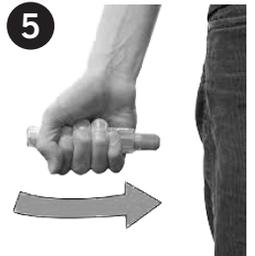
5



HOW TO USE TEVA'S GENERIC EPIPEN® (EPINEPHRINE INJECTION, USP) AUTO-INJECTOR, TEVA PHARMACEUTICAL INDUSTRIES

1. Quickly twist the yellow or green cap off of the auto-injector in the direction of the "twist arrow" to remove it.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, pull off the blue safety release.
4. Place the orange tip against the middle of the outer thigh (upper leg) at a right angle (perpendicular) to the thigh.
5. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
6. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
7. Remove and massage the injection area for 10 seconds.
8. Call 911 and get emergency medical help right away.

5



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

NAME/RELATIONSHIP: _____ PHONE: _____

don't forget to label!

Label Everything. Label all items using a permanent pen. Please do not bring non-essential items, such as backpacks, toys, or pillows, to avoid unnecessary contamination. All non-essential items will be sent home.

kindergarten & children's house

- **2 Sets of Extra Clothes.** Include shirts, trousers, socks, and underclothes. Please place in a ziploc bag, labeled with your child's first and last name.
- **Lunch.** Bring lunch in a reusable lunch bag. Double check if lunch containers are microwave-safe and non-glass. Don't forget to include a spoon and fork (if needed).
- **Water Bottle.** We strongly recommend bringing your own water bottle that can be cleaned at home daily. As an alternative, children will have access to water in the classroom via a pitcher.
- **Nap Mat.** Nap Mats are used during nap time. They will be sent home daily for laundering, unless otherwise instructed. The classroom does not have extra mats, and we cannot share another child's mat.

toddlers

- **2 Sets of Extra Clothes.** Include shirts, trousers, socks, and underclothes. Please place in a ziploc bag, labeled with your child's first and last name.
- **Lunch.** Bring lunch in a reusable lunch bag. Double check if lunch containers are microwave-safe and non-glass. Don't forget to include a spoon and fork (if needed).
- **Water Bottle.** We strongly recommend bringing your own water bottle that can be cleaned at home daily. As an alternative, children will have access to water in the classroom via a pitcher.
- **Diapers and Wipes (if needed)**
- **Nap Mat.** Nap Mats are used during nap time. They will be sent home daily for laundering, unless otherwise instructed. The classroom does not have extra mats, and we cannot share another child's mat.

nido/infants

- **2 Portacrib sheets or Pack-n-Play sheets.** Please label with your child's first and last name. Sheets are sent home regularly for laundering.
- **Diapers and Wipes**
- **3 Burp Cloths and 3 Bibs**
- **5 Changes of clothes, including socks.**
- **Extra Cans of Formula**
- **Extra Bottles.** Don't forget to label all bottles with the first and last name.