



*Abeja Montessori LLC*

*Parent Handbook*

*2020-2021*

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*April, 2019*

*Dear families,*

*My name is Zaray Dratch, and I would like to welcome you to our community. I am honored to be serving the Hudson Valley by providing a high quality immersion to Spanish Montessori home-based program. Our classroom is a special place where we share and learn from one another.*

*Finding a balance between affordable childcare and quality pre-school education has been my main goal.. I want to be able to offer both: affordability and high quality education with the bonus of a second language.*

*Please feel free to reach out to me should you have any questions. I welcome all feedback and suggestions for improvement.*

*This handbook was written with the intention to be a reference for you as to what procedures and regulations Abeja Montessori LLC follows, and what is expected of you as a parent and member of our community.*

*I am thrilled that you have decided to join us in this beautiful journey where children, families and educators learn from one another.*

*Sincerely,*

*Zaray Dratch*



Abeja Montessori LCC's mission is to provide hands-on, meaningful, and purposeful learning experiences for young children in a Spanish speaking environment following a Montessori approach to education. At Abeja Montessori LLC we believe that children have a genuine desire to learn and care for all living things. We believe children are scientists, explorers, and caretakers. Abeja Montessori LLC offers a place where your child's safety is a priority. Your child will be a respected member of

our community in an environment that offers opportunities for him or her to master his or her skills.

**The Montessori curriculum** follows the child's development and interests. All activities and materials have a purpose in the classroom. They are carefully planned and presented to the child as "lessons." Independence in the early years has proven to develop the child's self esteem and the importance of his or her role within the community. We love sharing Maria Montessori's teachings and have resources available for parents who are interested in learning more about the Montessori philosophy.

At Abeja Montessori LLC adults make a conscious effort to be role models for the children. We take care of our own selves and show children how to care for themselves. Some of our practices include, but are not limited to: nourishing our bodies and minds by stretching, exercising, breathing, meditating, giving thanks, eating whole nutritious foods, washing hands and helping others.



**Arrival-** The typical time for arrival is from 8:45 am to 9:00 am. Upon arrival allow your child to hang their bag/backpack, and change into indoor shoes independently. A guide will be waiting by the door to greet your child and offer support to say goodbye if the need arises. After 9:00 am it will be harder for a guide to come, greet and assist your child. It is our experience that short and sweet good byes work best.

**Attendance-** In order for children to benefit from Abeja Montessori LLC's immersion to Spanish program we suggest daily attendance. We understand every family is unique and needs vary; we welcome everyone as long as attendance is consistent from week to week.

**Health Check-** A daily health check is performed on every child. If your child is not her or his usual self, if there are unusual body fluids, or a fever of 100 F or above you will be notified. It is expected that your child is picked up within 30 minutes after such notification. Your child will be placed in a safe area within eyesight until pick up.

**Dismissal-** Children will only be dismissed to parents and approved caregivers. If there is someone else picking up your child, a written notice must be provided, and the person responsible to pick up your child must show valid photo ID.



**Snacks-** Abeja Montessori provides daily morning snacks. Such snacks involve natural, organic and/or local fresh fruits, vegetables and dairy. We will not provide tree-nuts, peanut products, soy products or gluten containing products during the morning. We ask that the lunch you provide contains protein and whole grain. Feel free to send milk or 100% juice. Water is available throughout the day, and the children have free access to it. Candy and sugary drinks are not appropriate lunch items. A microwave is available to heat up food, a microwave-safe container is required.



**Allergies-** We take food allergies seriously. If your child has been diagnosed with an allergy, it is the parent's responsibility to show proper documentation as well as a doctor's recommended action plan to keep your child's condition from worsening. If you believe that your child may be allergic to any food item please let us know. Our snacks are plant and dairy based. Our kitchen does handle other ingredients such as peanuts and tree nuts. Families who are concerned with the possibility of an allergic reaction to such ingredients are welcome to send a separate snack for their child to have.

We have two friendly dogs in the home, and they may come into contact with the children.

**Birthday Celebrations-** Each child's birthday is honored through a Montessori ritual which involves a "Walk Around the Sun." Families are given a birthday book which allows you to add photos and a few sentences about your child's accomplishments. We also ask for a few ingredients to make a birthday bread to celebrate. Parents and other family members are welcome to join in the celebration.

**Calendar-** Be sure to look at the calendar attached to the last page of this document. We are closed on major federal holidays, Winter Break and Spring Break. Our calendar has 180 sessions.

**Delays, Cancellations, and Early Dismissals -** If there is ever an emergency that impedes Abeja Montessori LLC to run its program, you will receive a direct phone call with such information. If you do not receive a phone call, we are on schedule.

**Make up days-** Make up days due to scheduled closings, illness or missed days are not permitted. Please choose a schedule that better fits your family's routine. We may or may not be able to accommodate changes in schedule from one month to the next. Please ask before hand if you think you may need a change in schedule for the following month. Keeping your schedule helps your child predict his weekly routine and helps us keep appropriate ratios and predict availability. Remember that Abeja Montessori LLC offers a 10 month program, with the choice to pay on a monthly basis. Our schedule is based on 180 days of school.

**Enrollment-** Children are expected to attend from September through June, unless a late start prevents them from doing so. Tuition will be adjusted accordingly.



**Summer Session-** During the summer we open our doors to the community and offer 6 weeks of camp.

**Clothing and Shoes-** Children will be outside everyday. Please send appropriate outdoor play clothes. Shoes must fit child's feet comfortably, and clothing has to be the right size (not too big or too small). Comfortable pants, shirts and shoes that the child can put on by him or herself are encouraged. A pair of rubber soled indoor shoes and two full sets of weather appropriate clothing must stay in the child's cubby. All clothing must be properly labeled in a bag that fits in the child's cubby. It is a good idea to leave an extra sweater, hat and gloves during the colder months. Be conscious of jewelry, sunglasses and other apparel items that can get damaged or injure your child during regular activities such as outdoor play. Children will inevitably work with paint, markers, sand, mud, and water. Clothes will become soiled, and that's OK!



**Toys/Personal Belongings-** We will have show and tell during the week. If your child is really interested on bringing an item to school he or she will have the opportunity to share it with his or her friends. If there is an item that is distracting your child or the other children and it is not show and tell time, the item will be placed in a special box, until show and tell or the end of the day.

**Supplies-** All materials and supplies are provided. If you have something at home that you think may be of use in the classroom just ask. We accept donations from time to time.



**Contract-** Abeja Montessori LLC's program runs for ten (10) months. The school year starts after Labor Day and ends mid June. Please check the full calendar. Parents must read and understand this handbook. Respectful behavior and peaceful resolution is one of the main beliefs of Abeja Montessori LLC. Parents are expected to show such behaviors around children and property grounds. If for any reason your child is not able to complete Abeja Montessori LLC's program we can not guarantee any refunds.

**Confidentiality-** All medical and personal information regarding children and their families is considered confidential. If you disagree with any of our procedures, it is your responsibility to speak to us directly. You are welcome to share your experience with other families as long as it is respectful to our community, this includes property, children and adults. Any communication that damages or degrades anyone, or the community as a whole could be considered slander.

**Blue Card-** Every family must fill out this document. This document contains important information about your child, emergency consent and emergency contacts. It is important that it is signed and dated. This document is provided to us by the Department of Children and Family Services. The blue card will be provided to you.

**Records and Forms-** It is your responsibility to update your child's records. This includes addresses and contact information changes.

**Medical Statement-** In order for your child to attend Abeja Montessori LLC, a medical statement must be filled out by your health care provider.

**Emergency Consent -** If your child's health is in danger you will be notified. If emergency medical care is needed the child will be taken to the nearest hospital.

**Illness-** It is important that you contact us if your child develops a contagious disease at home. If your child is sent home due to illness,

he or she must be kept home the following day, and shall not return until symptom-free for at least 24 hours. If your child was absent due to a contagious illness, a doctor's note stating that your child can resume normal activities is required.

Parent's will be notified by e-mail if there is a case of a contagious illness in our community.

Please have a back-up care plan in case your child becomes ill.

**Injuries-** Injuries are part of childhood. Instructors are CPR and First Aid trained, and follow strict guidelines to care for injuries. If your child's injury is severe you will be notified. All major injuries and illnesses are recorded, and are available upon request.

**Medications-** Should a child require medication to treat any medical condition it can only be administered by a parent, guardian or immediate family member at this time. A doctor's note is required, and a record sheet will be signed if medication is provided during normal program hours. Over the counter ointments including – but not limited to– sunscreen and bug repellent will be applied by instructors with a written consent.



**Toileting and Diapering-** When a child shows interest on using the toilet, opportunities will be provided to practice toilet independence. Gentle reminders and encouragement will be offered. If your child is comfortable with diapers and hesitant to use a potty: please supply diapers, wipes and gloves. The child will be changed respectfully, and will be an active participant by disposing of the used diaper and will be encouraged to put his or her own clothes on and wash his or her hands.

### **Indoor and Outdoor Safety -**

Within the classroom community a trust is built among the children and the adults. Any behavior that harms others, the environment or self will be discussed directly with parents or guardians. The safety of everyone is our main concern. All of our areas are carefully inspected to ensure the children's safety. Accidents can and will occur. Our staff is trained in First Aid and CPR. We do our best effort to prevent hazards by regularly checking materials and equipment used by the children.

Outdoor gates must be kept closed at all times. Children are not allowed to open the gates unless the adult in care approves of such action.



**Security and Safety-** Please remember that your child is in a private home. Keeping noises to a minimum while inside is greatly appreciated. Your discretion is required for everyone's safety. Help us keep all gates and doors closed at all times.

**Parking-** When you arrive please be sure to park all the way in, and make room for other cars to park beside and behind you. Be careful backing out from the driveway, always making sure there are no other vehicles, people and traffic. **Do not park on the road.**

**Fire Drills -** Fire drills are mandated by the Childcare Council of Orange County. We perform such preventive drills once a month. The fire drills involve activation of the smoke alarm and exiting the building.



**Ticks, Bees and Poison Ivy-** Children will perform tick checks on each other. Be sure to check your child for ticks to prevent any tick borne disease. If we find a tick on your child we will remove it, and you will be notified if it was attached. Children are taught to respect all living things. If your child happens to be on a bee's way and get's stung we will notify you if symptoms worsen. Poison ivy naturally happens where we live, so children are taught to steer clear from it. If you notice any rashes that do not go away with normal treatment consult your physician.

**Sanitation and Cleanliness-** All equipment such as tables and chairs used by children are cleaned and sanitized daily. Any cups, plates and utensils used for snack are washed and sanitized daily. Personal hand drying towels are changed daily and laundered before the next use. Paper towels are available for hand drying as well. Areas frequently used by the children are cleaned and sanitized according to regulation.

**Special Services, Screenings and Evaluations-** If we have any reason to believe your child could benefit from Early Intervention, or any other therapy or services available through the district, we will inform you. If you have any questions or concerns about your child's health or development please contact your pediatrician, he or she will be better able to guide you to get the help that he or she needs.





**Parent Communications-** The preferred method of communication is via e-mail for non urgent messages. There will be a monthly newsletter briefing classroom activities and topics. It may include occasional reminders. Calling is appropriate if there is a family emergency. Brief text messages are acceptable to inform us of a change in pick up time.

**Observations-** Parents are welcome to come in and observe the classroom in session between the months of November and June. Observers are asked to sit quietly in the classroom and limit their interactions with children to a hello and a warm smile.

**Visitors-** Anyone planning to visit must make an appointment to visit. Visitors must sign in and must not be disruptive while visiting.

**Tuition-** Tuition can be paid in full. If paid in full within 30 days before the first day of attendance a 5% discount will be applied. A monthly payment plan can be arranged. If payments are done monthly, payments are expected the first day of the month. After the 1st day of the month a \$50 fee will be added. If payment is not received by the last day of the month, your child will not be able to join until payments are in good standing. If you are experiencing financial hardship please contact the Child Care Council of Orange County to see if you qualify for financial assistance. See below for our current tuition schedule.

*Tuition School Year 2020-2021*

*Half Days 9:00 am - 1:00 pm*

*5 HD \$6,000*

*4 HD \$4,900*

*3 HD \$4,100*

*2 HD \$3,000*

*Full Days 9:00 am - 3:00 pm*

*5 FD \$ 9,000*

*We are not able to offer before or after care at this time.*

*\*Tuition covers all supplies and materials.*

**Inclusion-** We welcome families and children from any race, gender, religion, national origin, age, disability, sexual orientation, marital status or any other legally protected status. We believe in equality of opportunity and access to quality education, childcare and proper nutrition. We pride on providing a respectful environment for everyone and cherish our differences.

\*If you notice any typos or writing mistakes please e-mail

[abejamontessori@gmail.com](mailto:abejamontessori@gmail.com). Thank you.