



*Children's Hour Montessori School*

Enriching children since 1974

## **HISTORY**

Children's Hour Montessori was founded in the 1970s by Susan Cedar. She had felt the need in modern society for a safe, stimulating, and loving environment for the children of working parents. With the vision of full day care exposure through nursery school could be a positive asset to the developing child of working parents, Children's Hour was created. Unfortunately, in 2017 we lost our beloved Ms. Susan to cancer & Ms. Laura Tran took over the school with the same hopes and dreams to continue her vision. Ms. Laura is our current director and is onsite daily for any questions you may have.

At Children's Hour, we feel that early childhood education should be addressed equally from the emotional, social, cognitive and creative development of the children. Every effort is made to make our school an extension of the child's home.

The Montessori Method has been chosen as our principal form of curriculum. This method allows the individual child to work at his or her own pace within a calm atmosphere of nurturing acceptance that concentrates on positive, rather than negative forms of reinforcement. Learning materials are orderly and inviting with developmental appropriate materials that have a natural progression from the simple to the complex. It is not our policy to push the children, or pressure them to perform at a given level at a given age. We do, however, keep track of your child's development through a solid evaluation program based on NAMC designed to meet the developmental needs of your child. With adequate time to explore, and exposure to good teaching, children will naturally reach their potential, and feel good about themselves.

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# Welcome to our school!

Children's Hour is open to the community and does not discriminate in relation to race, creed, or sex.

## HOURS & LATE FEES

Our school is open from 7:00am to 5:30 pm. A late fee of \$10.00 for the first 15 minutes will be charged with an additional charge of \$5.00 for each additional five-minute period. Lateness is a difficult issue. Please be aware that our teacher's work hard to provide a safe and stimulating environment for the children. Please make every effort to respect their right to leave on time. This late fee will need to be paid to the teachers directly.

## SCHOOL POLICIES

- Please make sure that all articles that come to school are clearly labeled with your child's name. We will not be responsible for lost or damaged articles.
- Please sign up for the Brightwheel APP to sign your child in & out daily. A child will only be released to approved pick-ups. Due to COVID, children will be handed off to parents at the door.
- A one-month notice for withdrawal is **REQUIRED**, that includes vacations and holidays. Tuition for a one-month period will be due regardless of your withdrawal notification.
- Credits are **NOT** given for absences or natural disaster closures.
- Please note that we reserve the right to refuse business at any time.
- For any questions or issues, please feel free to message us on the APP or call/email Ms. Laura

**ENROLLMENT PROCEDURE & CHARGES-----** Tuition is due in advance on the 1<sup>st</sup>. It is due whether a child is in attendance or not, as it assures a place for your child in the class. A late fee of \$25.00 will be charged if payment is not received within five days of the date due and every week after.

1. Completed enrollment form(s)
  2. Shot records
  3. Signed doctor's health statement
  4. Extra set of clothing
  5. Diapers/wipes for infant, bambino, tots & toddler classes \*clearly labeled
  6. Cup for water/milk \*clearly labeled
  7. One fitted crib sheet & adequate covering for nap time \*clearly labeled
- One-time registration fee of \$150.00
- A \$100.00 supply fee is due January, May, and September for all classes except Infants

**Infant class (6 weeks to 12 months)**

F/T \$1700/month

P/T options \$1200 for (3) full days/wk

**Bambino, Tots class (12-24 months)**

F/T \$1300 & \$1400 non walking

**Toddler class (24 months - 36 months)**

F/T \$1200/month \*\$1300 NOT POTTY TRAINED

**Primary class (36 months- 6yrs)**

F/T \$1050/month

**Toddler & Primary P/T \$850/month**

**Bambino & Tots P/T \$1000/month**

\*(5) half days (8-noon) OR (3) full days/wk \*extra fee if child is not walking or potty trained  
**School Age (6 yrs to 13 yrs) TBD \*CURRENTLY AFTER SCHOOL IS ONLY FOR SIBLINGS**

## AGE GROUPS & CLASS SIZE

- (1) **INFANT** 6 weeks-1 year \*3 to 1 ratio
- (2) **BAMBINO** for 12 months to 17 months \*5 to 1 ratio
- (3) **TOTS** for 18 months to 24 months \*6 to 1 ratio
- (4) **TODDLER** 2 yrs to 3 yrs \*8 to 1 ratio
- (5) **PRIMARY** for 3 yrs to 6 yrs \*10 to 1 ratio

## SAFE SLEEP

Infant room: Children will follow all safe sleep policies by Texas HHS.

Bambino to Primary Classroom: CHMS will provide sleep mats that are labeled and cleaned weekly for your child. Parents are asked to provide a fitted crib sheet & covering on Monday & these items will be sent home Friday to be washed.

## FOOD SERVICE & BIRTHDAYS

Morning snack, lunch, and (2) afternoon snacks are served daily. Lunch is included in the tuition for M-Th for the bambino up to primary classes. There is an option to either bring a sack lunch Friday for your child or purchase a meal for \$6 each Friday. Children are always encouraged, but never forced to eat their food.

Cakes OR cupcakes may be sent in for birthdays provided it follows allergy plans in affect. No presents please!

## PARENT INVOLVEMENT

We see our parents as a part of our CHMS family & welcome your daily involvement. Unfortunately, due to Covid, we are suspending all activities & drop ins. We hope this will resume soon!

## ACCIDENT POLICY/PARENT NOTIFICATIONS/EMERGENCIES

Every effort is made to safeguard the children from any mishap. Any type of injury, however, will be reported to the parent upon occurrence via the Brightwheel app. For emergencies that require a physician or hospital visit, the parent is informed and met at the closest hospital. We take a copy of the child's medical permission form. ---- All other communication will be via email or Brightwheel.

## ABSENCE, ILLNESS AND RELEASE-- PLEASE REPORT ANY COMMUNICABLE DISEASES PROMPTLY

The health, safety, and welfare of the children is our primary concern. We request that children who have excessive nasal discharge, draining ears, eye infections, diarrhea, vomiting, harsh or persistent cough, fever of 99.5 & up, or rash remain home until cleared by a physician. Children who are not well enough to be involved in outdoor play should be cared for at home. The office should be notified when your child misses school, when your child is ill, and what the diagnosis and plan of treatment is. Once these symptoms are noticed at school, a parent will be notified and asked to pick up the child. They may return after 24hrs without reoccurring symptom(s)/medication and a doctor's note if severe.

### **if a child must receive medication at school, please make sure:**

- Medication is handed to a staff member, NOT left in your child's bag.
- Medication release forms have been signed, and directions are clear to the staff.

- Your child's name and the date that the medication arrived at school is clearly marked on the medicine original container.

### **IMMUNIZATION/VISION/HEARING**

All children must be immunized unless medical reasons exist. The requirements for vision/hearing apply each year for children enrolled in any licensed childcare center or school program four years old by September 1<sup>st</sup> or Kindergarten within 120 days of admission.

### **DISCIPLINE/BITING POLICY/SUSPENSION/EXPULSION**

Our school believes in positive reinforcement and redirection for any behavioral issues (ex: biting, hitting, etc). If biting should occur, we will make every attempt to work on positive redirection and using verbal statements when frustration arises. If the problem persists, we will contact the parents and work on a plan together. If after repeated attempts between the home & school, we may elect to remove the child from the environment.

### **EXTRA CURRICULAR ACTIVITIES**

In addition to the focus on Montessori Education, we also provide a focus in creative development. We focus on art, music and movement. We also offer soccer, baseball, dance & Spanish through adjunct programs (\*please note that these programs require a minimum # of participants and is not included in the tuition). Our goal is to provide your child with the most well-rounded program possible.

### **KINDERGARTEN READINESS/PROGRESS REPORTING**

We follow the North American Montessori curriculum and support our teachers in getting certified through their program. Montessori evaluations are available January & May. Parents may sign up for conferences with their child's teacher following those evaluations if you should feel the need.

Our program focuses on the cognitive, social, and emotional growth of your child as they prepare to enter kindergarten. It is our goal that the children, upon leaving our program, will have a solid familiarity with the upper/lower case alphabet, simple reading concepts, phonetic understanding, and a solid base of hands-on math experiences that have developed their powers of logic and an understanding of cause & effect relationships. Socially, we want the children to feel confident in their abilities and opinions, to be able to communicate their needs verbally, and proficiency at solving social conflict through non-violent means. Emotionally, we want the children to feel that a teacher is someone to help them, and never someone that they should feel intimidated by.

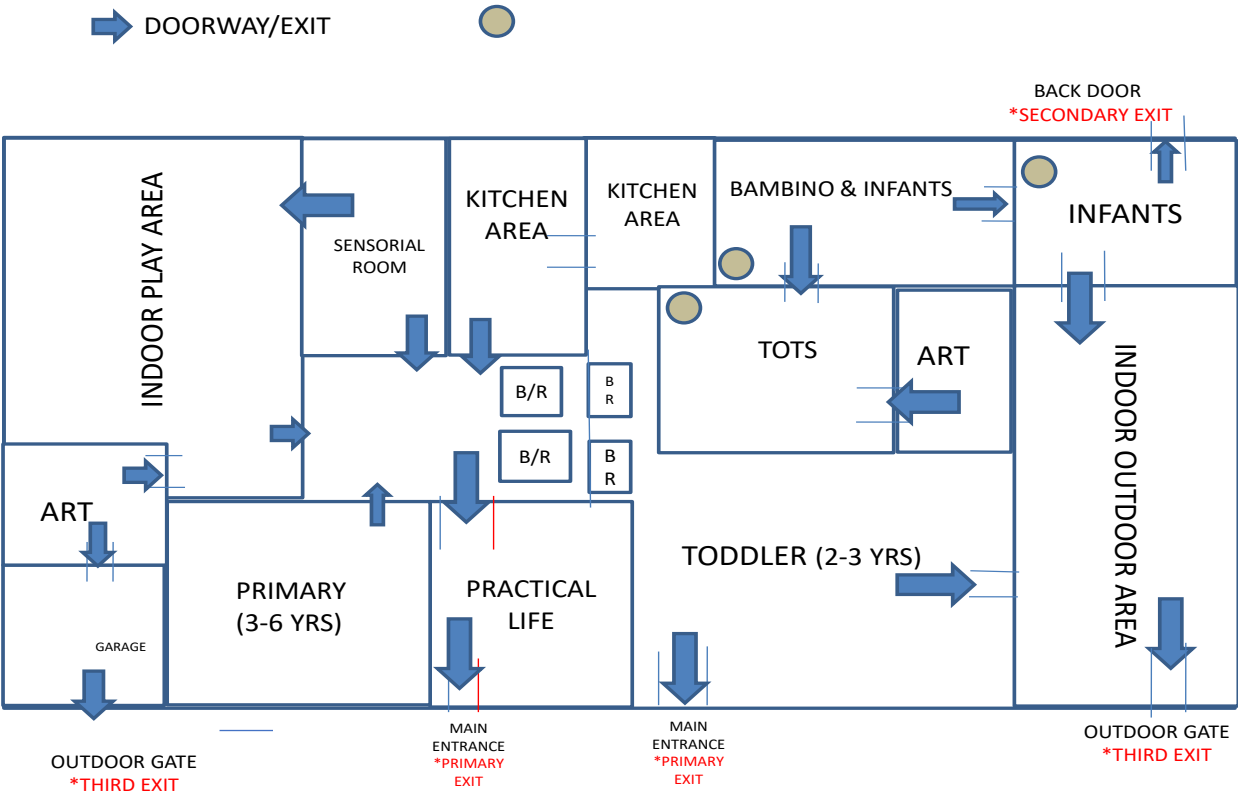
### **CONTACTING DPFS/ABUSE/NEGLECT**

For any reason, you need to contact DFPS you can go to their website [www.dfps.state.tx.us](http://www.dfps.state.tx.us) or call (713) 940-3009. It is required for us to inform DFPS of any signs of abuse/neglect by mental or emotional injury to a child that results in an observable and material impairment in the child's growth development. You may also do so by calling 1-800-252-5400.

### **GANG-FREE ZONES**

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. Parents may contact their local municipality or courthouse for information or a copy of a map.

# Evacuation Plan



**Evacuation Plan** Staff will call attention to their classroom children to line up and locate the nearest exit. Each staff will to the best of their ability make sure their neighboring classroom is aware of evacuation as well. On the way out, an emergency bag will be taken that includes emergency first aid items as well as all contact information for parents. The director will do a final walk through to ensure all children and staff are out of the building. After exiting the director will meet at the back of the building and do a head count of all children/staff. After the building is cleared to be safe, the director will call and do another head count as they line up and re-enter the building.

**Relocation Plan** In case of extended Emergency and we were not able to stay behind our school, we would walk or drive them, if that were possible to a designated pick-up place. Our relocation address will be next door at Jentry Kelley Costmetics located at 1907 Southwest Fwy, Houston, TX 77098. Their direct phone number is (832) 831-3456.

## **2022-2023 SCHOOL HOLIDAYS**

(MONDAY) JULY 4<sup>TH</sup> ----INDEPENDENCE DAY

(MONDAY) SEPTEMBER 5<sup>TH</sup> ----- LABOR DAY

(W-FRI) NOVEMBER 23<sup>rd</sup> to 25<sup>th</sup> ----- THANKSGIVING

(MON-FRI) DECEMBER 26<sup>TH</sup> – JAN 6<sup>TH</sup> ----- WINTER HOLIDAY

(MON) JAN 9<sup>TH</sup> ----- TEACHER IN SERVICE DAY FOR YEARLY TRAINING

(MONDAY) JANUARY 16<sup>TH</sup> ----- MLK DAY

(WED-FRI) MARCH 15<sup>TH</sup> -17<sup>TH</sup> ----- SPRING BREAK

(MONDAY) MAY 29<sup>TH</sup> ---- MEMORIAL DAY

(MON-TUES) JULY 3<sup>RD</sup> - 4<sup>TH</sup> ---- INDEPENDENCE DAY

(MONDAY) SEPTEMBER 4<sup>TH</sup> --- LABOR DAY

## **2022 PRICING**

ONE TIME REGISTRATION FEE \$150

SUPPLY FEE 3X/YEAR \$100 (JAN, MAY, SEPT)

INFANT FULL TIME (6 WKS-11 MONTHS) \$1700

INFANT PART-TIME \$1200/MONTH FOR 3 FULL DAYS

BAMBINO & TOTS FULL TIME (12 MONTHS-24 MONTHS) \$1300 \*\$1400 NON WALKING

TODDLER FULL TIME (24-36 MONTHS) \$1200 \*\$1300 NOT POTTY TRAINED

PRIMARY FULL TIME (3-6 YEARS) \$1050

\*BAMBINO-TOTS PART-TIME \$1000 EITHER 5 HALF DAYS 8-12 PM OR 3 FULL DAYS

\*TODDLER-PRIMARY PART-TIME \$850 EITHER 5 HALF DAYS 8-12 PM OR 3 FULL DAYS

\*EXTRA FEES APPLY FOR NON WALKING OR NOT POTTY TRAINED

SCHOOL AGE FULL TIME (6 YEARS TO 13 YEARS) \$TBD \*ONLY AVAILABLE FOR SIBLINGS

**TUITION INCLUDES:** MORNING (BEFORE 8 AM), LUNCH (11 AM), AFTERNOON (3 PM) & LATE AFTERNOON (5 PM)  
SNACK, M-THURSDAY LUNCH INCLUDED (DEPENDING ON PROGRAM CHOSEN) AS WELL AS MILK/WATER

FRIDAY \*BRING SACK LUNCH OR PURCHASE LUNCH \$5.50

**METHODS OF PAYMENT: CASH, CHECK, ZELLE TO SCHOOL EMAIL**

**\* BRIGHTWHEEL OFFERS ACH BUT & C/C OPTIONS BUT THERE IS A PER TRANSACTION FEE ADDED.**

## CHMS Infant Schedule

. The Daily Schedule varies in terms of timing based on the needs of each individual child. The following are a list of activities that will take place every day in accordance with the child's needs, at various times throughout the day:

- **Feeding:** Infants will be fed on demand and work towards a regular schedule of breakfast, snack, lunch, snack, and dinner depending on the child's arrival and departure times. Older infants who are weaned will have breakfast (if applicable), lunch and snack-on-demand as needed, generally once in the morning and once in the afternoon. We ask that all table foods are introduced at home before sent to school.
- **Sleeping:** Children in the infant room will nap on an as needed basis. The children will be provided with a mini crib mattress and sleep on the floor so that they have more freedom to explore. Parents are to provide us with 3-5 mini crib sheets to be changed daily.
- **Stomach Time:** Infants will have 30 minutes of time on their stomach each day (until they are rolling over, crawling, etc.) to strengthen their necks and upper body. This time will be broken into smaller increments as necessary for the child.
- **Comfort:** All of the infants will be given regular, physical and emotional comfort, as the need arises. Positive interactions like smiling, laughing, cuddling are encouraged.
- **Outdoor Playtime:** Weather permitting, the infants will spend at least 30 minutes outside, twice a day. The time at which this occurs may vary based on the sleeping needs of the class. Outside activities may include, but are not limited to time on the playground, picnics, stroller walks, etc.
- **Work Period:** The Work Period in an Infant Montessori class is not a defined block of time. Instead, in the infant class, the babies are working anytime they are awake (and even when they are asleep!!). Activities are designed to stimulate the physical, intellectual, social and emotional development of the infant. The environment is prepared thoughtfully at the infant's level to allow free movement and maximum exploration. Lessons and activities are designed to build both gross and fine motor skills such as grasping, batting, reaching, rolling over, crawling, standing, cruising and walking; activities to boost language development such as teacher singing, talking, naming objects, describing pictures and reading; as well as activities that encourage spatial awareness, sensory exploration, and the beginnings of self-care. Infants are also introduced to basic musical instruments and art

## CHMS 2022-2023 DAILY SCHEDULE \*JAN-MAY.

### BAMBINO CLASS (12 MONTHS-17 MONTHS)

*JUNE-AUG SUMMER CAMPS w/splash*

\*DIAPERS CHANGES WHEN NEEDED THROUGHOUT THE DAY

7:00-8:00	SCHOOL OPENS/MORNING SNACK/BREAKFAST
8:00-9:00	OUTDOOR PLAY
9:00-9:15	CIRCLE TIME
9:15-10:15	MONTESSORI
10:15-10:45	ARTS/CRAFTS
10:45-11:15	LUNCH
11:15-11:30	SPANISH
11:30-12:30	OUTDOOR PLAY
12:30-12:45	RELAXATION MUSIC
12:45-2:45	NAPTIME
2:45-3:15	AFTERNOON SNACK
3:15-3:45	OUTDOOR PLAY/MUSIC & MOVEMENT
3:45-4:45	SONGS/STORY TIME
4:45-5:00	LATE AFTERNOON SNACK
5:00-5:30	DISCOVERY PLAY/SCHOOL CLOSES



# TOTS CLASS (18 MONTHS-24 MONTHS)

*JUNE-AUG SUMMER CAMPS w/splash*

\*DIAPERS CHANGES WHEN NEEDED THROUGHOUT THE DAY

7:00-8:00	SCHOOL OPENS/MORNING SNACK/BREAKFAST
8:00-9:00	MONTESSORI
9:00-9:30	CIRCLE TIME
9:30-10:50	MONTESSORI/CRAFTS/ART
10:50-11:30	LUNCH
11:30-11:45	SPANISH
11:45-12:45	OUTDOOR PLAY
12:45-1:00	RELAXATION MUSIC
1:00-3:00	NAPTIME
3:00-3:15	AFTERNOON SNACK
3:15-3:45	MUSIC & MOVEMENT/OUTDOOR PLAY
3:45-4:45	SONGS/STORY TIME
4:45-5:00	LATE AFTERNOON SNACK
5:00-5:30	DISCOVERY PLAY/SCHOOL CLOSES

## TODDLER CLASS (24 MONTHS-36 MONTHS)

*JUNE-AUG SUMMER CAMPS w/splash*

\*DIAPERS CHANGES WHEN NEEDED THROUGHOUT THE DAY

7:00-8:00	SCHOOL OPENS/MORNING SNACK/BREAKFAST
8:00-9:30	MONTESSORI
9:30-10:30	OUTDOOR PLAY
10:30-11:00	CIRCLE TIME
11:00-11:45	LUNCH
11:30-11:45	SPANISH
11:45-12:15	ARTS/CRAFTS
12:15-12:45	STORY/SONG GROUP
12:45-1:00	RELAXATION MUSIC
1:00-3:00	NAPTIME
3:00-3:30	WAKE UP YOGA STRETCHES
3:30-4:00	AFTERNOON SNACK
4:00-5:00	MUSIC & MOVEMENT
5:00-5:15	LATE AFTERNOON SNACK
5:15-5:30	DISCOVERY PLAY/SCHOOL CLOSES

# PRIMARY CLASS (3-6 yrs)

*JUNE-AUG SUMMER CAMPS w/splash*

7:00-8:00	SCHOOL OPENS/MORNING SNACK/BREAKFAST
8:30-9:00	MONTESSORI
9:00-9:30	CIRCLE TIME
9:30-11:30	1 ON 1 KINDER PREP/MONTESSORI
11:30-12:00	LUNCH
12:00-12:15	SPANISH
12:15-12:45	ARTS/CRAFTS
12:45-1:00	RELAXATION MUSIC
1:00-3:00	NAPTIME/QUIET READING TIME
3:00-3:30	WAKE UP YOGA STRETCHES
3:30-4:00	AFTERNOON SNACK TIME
4:00-5:00	OUTDOOR PLAY/ MUSIC & MOVEMENT
5:00-5:15	LATE AFTERNOON SNACK
5:15-5:30	DISCOVERY PLAY/SCHOOL CLOSES