



# Family Handbook 2026

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## WELCOME:

Welcome to CHMS located at 1913 SW FWY, HOUSTON, TX 77098. Children's Hour is open to the community and does not discriminate in relation to race, creed, disability or sex. The owner/director of this location is Ms. Laura. She firmly believes in a small family/community-based program and looks forward to sharing in your child's growth.

## SCHOOL 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 & her neighbor, Ms. Laura was blessed to continue that vision for her! 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 child. 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 developmentally 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.

## **HOURS & DAYS OF OPERATION:**

*The school hours are from 7-530 PM, Monday through Friday.*

***Cut off drop off time is 830 AM. If your child arrives after, they will need a doctor's note or stay home for the day***

## **The school is closed on the following days of each year:**

- SPRING BREAK (HISD) \*WED-FRI 3/11-3/13/26
- GOOD FRIDAY \*FRIDAY 4/3/26
- MEMORIAL DAY \*MONDAY 5/25/26
- LABOR DAY \*MONDAY 9/7/26
- THANKSGIVING \*TUES TO FRIDAY 11/24-11/27
- \* Fourth of July \*on Saturday 2026 so will be closed extra day for thanksgiving week 2026
- CHRISTMAS \*MONDAY 12/21/25 – 1/1/27
- ANNUAL TRAINING \*Monday 1/4/27
- MLK Day \*MONDAY 1/18/27
- PRESIDENT'S DAY \*MONDAY 2/15/27
- SPRING BREAK (HISD) \*WED-FRI 3/10-3/12/27
- MEMORIAL DAY \*MONDAY 5/31/27
- COLUMBUS DAY \*MONDAY 10/12/27
- JULY 4TH \*MONDAY 7/5/27
- LABOR DAY \*MONDAY 9/6/27

## **ENROLLMENT PROCEDURES:**

### **Information Required for Each Child**

Texas Minimum Standards for Childcare requires the school to maintain the following records for each child enrolled:

1. Enrollment Application.
2. Emergency Contact Information.
3. Signed form(s) that family has received a copy of the Family Handbook.
4. Statement of the child's health from a health-care professional. This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application) & updated yearly
5. Immunization Records signed or stamped officially; no copies are allowed. Your child must be current on all required immunizations. If a family chooses not to immunize or under-immunize their child due to a medical condition or family's beliefs documentation from a licensed health professional will be required for the child to attend the program. A notarized affidavit will need to be present in their file. If a vaccine preventable disease to which the child may be susceptible occurs at our program, our staff will exclude the child promptly. The child will remain excluded until danger of infection has passed.
6. Hearing and Vision Screening Results for students 4 years of age or older must be supplied yearly. This applies to all students EXCEPT school-age students. Family MUST indicate that information is on file at the child's school (see Enrollment Application).
7. Transportation Agreement. This form must be signed for emergencies, field trips, and/or AFTER school pickup.
8. Food agreement for any snacks/foods you provide for your child.
9. Health and Emergency Agreement Form. This form authorizes us to provide medical care in case of emergencies, which includes allergies.
10. Tuberculosis screening and testing information, if required by your regional Texas Department of State Health Services or local health authority.
11. Medication administration records, if applicable; (\*CHMS will no longer administer medication) and
12. All other forms are found in enrollment packet are available and shared on the brightwheel app.

The above-mentioned documents contain vital information about each child, such as family's work and home telephone numbers and addresses, as well as the name and address of the child's physician. These forms must be kept current and on file if the child is attending school. Emergency information will be updated every year. Please notify us of any changes.

**Texas Minimum Standards for Childcare require that ALL forms must be completed BEFORE the child's start date.**

### **Immunizations**

If your student is under-immunized because of a medical condition or the family's beliefs, the following is our plan for admission for your child.

1. Parents or guardians need to request a vaccine exemption affidavit form in writing or via a secure online request form. Each child's name and date of birth must be included in the request. Written requests must be submitted through the U.S. Postal Service, commercial carrier, or fax to **(512)776-7544**.

#### **Mailing Address:**

Department of State Health Services  
Immunization Branch (MC 1946)  
P. O. Box 149347  
Austin, TX 78714-9347

#### **Hand Deliver:**

Texas Department of State Health Services  
Immunization Branch  
1100 West 49<sup>th</sup> Street  
Austin, TX 78756

#### **Secure online request form for exemption affidavit:**

<https://www.dshs.texas.gov/immunize/school/exemptions.aspx#affidavit>

2. The letter must include the following information:
  - a. Full name of each child for whom a form is requested (first, middle, and last);
  - b. Date of birth of each child for whom a form is requested.
  - c. Parent or legal guardian's signature and complete return mailing address, including zip code; and
  - d. Number of forms needed for each child (not to exceed five forms per child)
3. Electronic mail or telephone requests cannot be processed.
4. The official Texas Department of State Health Services affidavit form must be notarized and submitted within 90 days from the date it is notarized.
5. The school will accept only official affidavit forms developed and issued by the Texas Department of State Health Services (DSHS), Immunization Branch. **No other forms or reproductions will be allowed.**
6. If a child has not attended school by Wednesday, and we have not been notified by parents, the front desk staff will contact the parents to determine if the child is out sick.

7. Each classroom will post a message on brightwheel identifying any communicable diseases found in that classroom.
8. The administration staff will keep a list of children with immunizations exemptions. If a child is out sick with a communicable disease, the parents of children with immunization exemptions will be contacted.
9. The child with immunization exemption will have to provide a doctor's note prior to returning to school.

### **Hearing and Vision Screening**

The Texas Minimum Standards for Childcare requires a screening or professional examination for possible vision and hearing problems for children of 4 years of age or older by September 1<sup>st</sup> of each year. We must keep one of the following at the school for each child required to be screened:

1. The individual results of the screening.
2. A signed statement from the child's family indicating that the screening records are on file at the child's elementary school. This signature is included in our form on brightwheel.
3. An affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination of which the family is a member.

### **What to Send to School with Your Child?**

Families are required to provide the school with a change of clothes for the child(ren) from six weeks of age through kindergarten. All clothing must be clearly marked with the child's name. Our school requests that families dress their children appropriately for the current season and daily for the weather. Your child should have a set of indoor closed toe shoe that is slip on or Velcro until they know how to tie their laces.

Individual labeled mats will be provided for all children, and parents will provide fitted crib sheets and blankets on Monday & it will be sent home on Friday. Mats will be cleaned daily in the infant room & weekly for the older children. Infants that need to be swaddled or take a pacifier will need a doctor's exclusion letter on file. Those that are rolling or mobile, can use a sleep sack. \*No children will be allowed to sleep in restrictive devices and will always be placed on their back. No toys or blankets will be allowed for the infant room.

Parents will need to provide diapers/wipes for their child. Please be sure your child has plenty as we distribute in all areas they visit. Watch for messages that your child needs additional items. The following are our policies regarding diapers:

1. Unless a child has a medical reason that does not permit their use all children must use commercially available disposable diapers and pull-ups.
2. If a health provider provides documentation that a child must use cloth diapers, the diaper must have an absorbent inner lining completely contained within an outer covering made of waterproof material. This material should prevent the escape of feces and urine. Both diaper and the outer covering are changed as a unit.
3. Cloth diapers and clothing soiled by urine or feces are immediately placed in a plastic bag and sent home the same day for laundering. Clothing will not be rinsed. Those that are completely ruined will be disposed of.
4. Our teaching staff check non-potty-trained children for signs that diaper or pull-ups are wet or contain feces at least every half hour when children are awake and when they awaken.
5. Diapers are changed when wet or soiled.

Families are also responsible for providing infant formula, breast milk, and baby food. All bottles and baby food must be clearly marked with the child's name and date. When families and teachers agree, children will make the transition from infant food and bottles to table food and sippy cups.

The school provides many toys for the children's playtime. Other than on "Show and Tell" days children are not allowed to bring toys from home. We realize that this could cause some "separation anxiety" for some of our little ones. If you encounter a problem, please inform one of our directors or managers. We will work with you to help with the transition. If your child still brings any personal item(s), CHMS will not be liable for any damage or loss of the item.

### **Family Information Center**

Family Information Center will contain lunch menus, licenses, inspections, snack options, etc. Newsletters, menus, current events, etc will be shared through the brightwheel app.

### **Family Notifications**

*\*All family notifications will be through the brightwheel app. This will include what's listed below and include any policy changes, etc.*

Families will be notified anytime any of the following occur:

1. child has a fever of 100 degrees or higher.
2. \*Refer to any signs under the health section pg10
3. child has 2 occurrences diarrhea (watery, green or yellow in color, sour smelling) or 1 occurrence of vomiting if deemed to be viral.
4. child receives injury to neck or above (even minor bumps or bruises).
5. child has severe discipline issues that are not age appropriate (see student section of the Discipline and Guidance Policy).
6. Evacuation of building due to weather or safety issues.
7. Any injury that requires band aid or ice pack, as well as other incidents we feel require family notification.

We will attempt to contact families via the numbers provided on the child's Emergency Contact Information. Please ensure that you keep your child's emergency information updated.

### **Family Concerns**

We welcome families to talk with teachers, directors, and/or owners, if they have any concerns about their child, the classroom, and/or staff. We have an open-door policy and will work with you on all concerns. We work collaboratively with our families to find mutually satisfying solutions that staff can incorporate into classroom practice. You may call the office or request a conference via Brightwheel.

### **Visitation and Volunteer Time.**

Families may visit our school at any time during our regular hours of operation. We encourage our families to become volunteers for their child's classroom. [not counted in ratio] Some duties of a volunteer can include, but are not limited to:

- Assisting with field trips.
- Watching the classroom during nap time for teacher planning time.
- Assist teachers with circle time.
- Assist teachers with making curriculum related items for the class.
- And much, much more.

To become a volunteer, the Texas Minimum Standards for Child Care require that you complete the following:

1. Complete a background check. The total cost is \$2.00. Make check payable to CHMS.
2. Complete required volunteer paperwork (see director for details).
3. Complete an Orientation about our school.
4. Complete 8 hours of pre-service online training.
5. Must be 18 years of age.
6. Must have at least a high school diploma or equivalent.

### **Texas Minimum Standards for Child Care (Licensing) Information**

Families may review a copy of the Texas Minimum Standards and our most recent inspection report at any time. It is posted in our Family Information Center, or you may review online.

You may contact the local Licensing Office (713-287-3238), DFPS child abuse hotline (1-800-252-5400), by visiting the DFPS website at [www.dfps.state.tx.us/child\\_care](http://www.dfps.state.tx.us/child_care).

### **Arrival Time**

We strongly believe that a regular routine helps both the child & family alike. Therefore, the latest time a child will be accepted will be 830. This will also allow your child to fully explore all Montessori areas and get more one-on-one time with their teacher. **As of 2025, students arriving after 830 without a doctor's or emergency visit note will not be allowed to attend for the day.**

### **Procedure for Release of Children**

Our priority is to protect our children and secondly to get families to work and home as quickly as possible, so please follow these traffic rules:

1. Children are not allowed to enter or exit the school without being escorted by a family or another authorized adult.
2. Each day your child comes into the school, they must be checked in and out by a family member. The brightwheel barcode will be used for checking children in and out at the door.

3. We will only release children to a family member or a person with designated permission to pick up. Therefore, please keep your child's pick-up information updated when changing who has authorization to pick-up. The ONLY exception will be law enforcement officers and DFPS Child Protective Services staff who have the authority by law to remove a child without the family's permission. AND
4. Receipt of a valid court order signed by a judge that prohibits a parent from removing the named child or children from childcare. CHMS must: (1) Comply with the court order immediately and until: (A) Receipt of a subsequent court order that revokes the primary order; or (B) The court order expires as defined in the document.
5. All authorized alternate persons on file such as family members, grandparents, aunts/uncles, friends, etc., MUST first provide ID. For their initial pick up.
6. If the person picking up is not listed on the child's Emergency Information Card as an authorized pick-up, we MUST have something in writing from the family that indicates the person's name and date authorized to pick-up. The person MUST present a driver's license or other picture id to confirm their identity at time of pick-up.

The safety of our students is our main priority. CHMS reserves the right to prevent a parent, family member or other individual authorized to pick up a child from our school if there is a suspicion that the adult in question is under the influence of alcohol or other substances and unable to safely operate a motor vehicle.

Should this circumstance arise, the Directors/Owners of CHMS do the following:

1. Call local law enforcement to evaluate the fitness of the adult to safely transport the child home.
2. If law enforcement judges the adult fit to safely transport, the child will be released to the adult.
3. If law enforcement judges the adult unfit to safely transport the child, the Directors/Owners will attempt to contact alternate designated pick-up individual can be located, the child will be released into that individual's care.
4. If no other designated pick-up individual can be located and the school has closed for the night, Child Protective Services will be contacted to take custody of the child.

## Tuition and Fee Policy

### Tuition and Fees

**Tuition** is paid in advance and due at the first of the month. Tuition that remains unpaid on the 5<sup>th</sup> of the month will incur a late payment fee of \$50.00. Account balances that remain in the next week are assessed the same late payment fee again until the account is brought to a zero balance. Late payment fees are assessed unless prior arrangements have been made with CHMS director.

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. (Ex: if your child is leaving us at the end of October, we must be notified in September that October is their last month.)

- Credits are NOT given for absences or natural disaster/weather closures.
- Please note that we reserve the right to refuse business at any time.

**Late pick-up fees** are assessed after school closing time at the rate of \$1.00 for every minute thereafter. This fee will need to be paid in cash to the staff. Please respect their time and pick up your child on time.

**Enrollment fees and Activity fees** are paid upon enrollment and recur yearly.

The initial enrollment fee is \$100 for school year (AUG-MAY) & \$100 for summer camps (JUNE & JULY) and reoccurs yearly

Supply/Activity fee of \$100 is collected in January/May/September each year for all classes except the infant room.

All Enrollment and Activity Fees are NON-REFUNDABLE. These fees are used for classroom supplies, art and craft supplies, programs, and manipulative materials.

Tuition and fees can be paid by credit card, auto draft through Brightwheel or ACH or Zelle (school email).

**For the safety of our students and staff, we DO NOT accept cash.**



**INFANT CLASS (6 weeks to 12 months)**

F/T \$1800/month P/T options \$1300 for (3) full days/wk.

**BAMBINO CLASS (12-17 MONTHS)/TOTS CLASS (18-24 months)**

F/T \$1500 & \$1600 non-walking  
P/T \$1250/month & \$1350 non-walking  
(5) half days 8-12 or (3) full days/wk.)

**TODDLER CLASS (24 months – 36 months)**

F/T \$1400/month \*\$1500 NOT POTTY TRAINED  
P/T \$1250/month or \$1350 non-potty trained  
(5) half days 8-12 or (3) full days/wk.)

**PRIMARY CLASS (36 months– 6yrs)**

F/T \$1250/month or \$1350 non-potty trained  
P/T \$1050/month or \$1150 non-potty trained  
\*(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 SIBLING

**Returned Check/NSF Fees**

A \$25.00 fee is charged for all returned checks or NSF. It is our policy that we DO NOT resubmit returned checks. After the first returned check, families will be asked to pay via money order, cashier's check, or credit card, [ach].

**Discounts**

Families enrolling with more than one child will receive a 10% discount on the tuition for the oldest child. We offer the same for active members of the Military or first responders (please let us know at time of signing up).

**Absenteeism and Vacations**

One day attendance constitutes a full week. Illness days or vacation days are not prorated out of that week. This policy ensures your child's enrollment in a particular classroom.

**Health**

**Illness, Exclusion, and Medical Emergency**

Although our focus is to keep families at work and make every accommodation for when a child does not feel their best, we must implement rules that protect our children and staff from illness. We ask that you please do not send an ill child to school. Small children are prone to infection because their immune systems are not fully developed. One sick child place all the other children at risk. Daily health checks & body checks will be performed to ensure we are aware of any incidents from home or here at CHMS.

Texas Minimum Standards for Childcare require that the child be kept out of school or sent home if they are showing any signs: **(parents are to pick up their child within 30 minutes of receiving notification)**

- a. Fever of 100 degrees
- b. Diarrhea (twice in 24 hours since the last episode) or vomiting.
- c. Deep or hacking cough, or a sore throat.
- d. Continuous runny noses with yellow or green color.

- e. Any suspicious rash that has NOT been diagnosed by a physician.
- f. Any illness that prevents the child from participating comfortably in child-care center activities including outdoor play
- g. Any illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- h. Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
- i. Undiagnosed and untreated pink, swollen, matted, or runny eyes.
- j. All types of communicable disease (i.e., coronavirus, hand/foot/mouth, pink eye, rsv, ringworm, etc.).
- k. A child has lice.
- l. A child who has been on a doctor's prescribed medication less than 24 hours for any highly infectious illnesses.

A child may return to school when any of the following occur:

- 1. Fever free for a minimum of 24 hours (without medication).
- 2. Active signs of illness (diarrhea or vomiting) have been gone for 24 hours.
- 3. The child's physician releases the child to return to school, and the above are met.

A child sent home for a contagious disease **MUST** have a return to school release from a physician indicating the child is no longer contagious. When a child is diagnosed with a communicable disease, a note will be sent to the classroom within 48 hours or the next working day after we are notified. The family will receive an incident/illness report documenting the date child was sent home and details of illness.

Any time a child is injured, the following will occur:

- 1. **Administer first aid.** If critical injury occurs, we will call 911 and have the child transported to the nearest emergency facility, Texas Children's Hospital.
- 2. **Create an accident report.** An accident report will be completed by the teacher and signed by the director or owner.
- 3. **Notify families.** Families will be contacted through brightwheel or phone if the injury is critical, it involves the head, loss of blood, or at the discretion of management. The accident report will be kept in the child's file.

## **Hand Washing Policy**

To minimize illness in our school, we have the following handwashing procedures.

- 1. All children and adults will wash their hands upon arrival in the classroom for the day.
- 2. All children who are developmentally able and all adults will use proper hand-washing techniques as posted in every classroom, with liquid soap and warm running water.
- 3. All children will be assisted as necessary to be successful in hand washing.
- 4. Non-mobile infants will have their hands washed with warm running water and liquid soap.
- 5. All mobile infants will have their hands washed with warm running water and liquid soap as assisted by an adult.
- 6. All children will wash their hands after using the restroom or being assisted with toilet training.
- 7. All adults will wash their hands after diapering or assisting a child with toileting, even if the adult was wearing gloves.
- 8. All adults will wash their hands after using the restroom.
- 9. All adults and children will wash their hands after handling bodily fluids, i.e., blowing or wiping a nose, coughing on a hand, or touching any mucus, blood, vomit, or breast milk. Hands must be washed even if the adult was wearing gloves.
- 10. All adults and children will wash their hands before meals and snacks, before preparing or serving food, or after handling any raw food that requires cooking (meat, eggs, poultry).
- 11. All adults and children wash their hands after playing with water that is shared with two or more people.
- 12. All adults and children wash their hands after coming in from outside play or handling pets or other animals.
- 13. All adults and children will wash their hands when moving between classrooms.
- 14. All adults will wash their hands before and after feeding a child.
- 15. All adults will wash their hands after handling garbage or cleaning.

## **Procedure for Dispensing Medication**

CHMS does not administer medication. This applies to over the counter & prescription medication.

Non-prescription topical ointments such as diaper creams, lotions, lip balms, sunscreen or insect repellent require a permission form signed by a family or guardian, but do not require a physician's signature.

## Discipline and Guidance Policy

### Staff and Volunteers

At CHMS, we use a method of “redirection” to guide children toward appropriate behavior. If a child is engaged in behavior non-conducive to a safe and happy learning environment, the teacher will “redirect” the child toward appropriate behavior, by suggesting another activity. The use of physical punishment or any harsh language is absolutely prohibited at our school.

To provide the best care for your child, families should notify the school and teacher of changes in the child’s environment that might affect the behavior of the child. By notifying the school of changes in your child’s life, it will help us in implementing adjustments for the child.

All discipline at CHMS must be:

1. Individualized and consistent for each child.
2. Appropriate to the child’s level of understanding; and
3. Directed toward teaching the child acceptable behavior and self-control.

A caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements; and
4. Using brief supervised separation from the group, when appropriate for the child’s age and development, which is limited to no more than one minute per year of the child’s age.

There will be no harsh cruel, or unusual treatment of any child. The following types of behavior are prohibited as a form of discipline and guidance:

1. Corporal punishment or threats of corporal punishment.
2. Punishment is associated with food, naps, or toilet training.
3. Pinching, shaking, or biting a child.
4. Hitting a child with a hand or instrument.
5. Putting anything in or on a child’s mouth.
6. Humiliating, ridiculing, rejecting, or yelling at a child.
7. Subjecting a child to harsh, abusive, or profane language.
8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child’s age.

### Students

At CHMS, we have very specific guidelines regarding discipline. This policy is intended to clearly indicate what behavior is unacceptable at our school. Administered correctly and fairly, these policies should protect the best interests of all our students and staff. To maintain a safe environment, the following behaviors by a student are considered severe:

- throwing objects across the classroom.
- violence towards a teacher or student (including but not limited to kicking, hitting, choking, etc.)
- biting of teachers and/or students (if not age appropriate).
- destruction of school property.
- inappropriate language (profanity, sexual related, etc.).
- running out of classrooms (3 years or older).

If a child exhibits any of the above-mentioned behaviors, one or more of the following actions will occur.

1. An incident report will be written and shared with families.
2. Conference with families, teachers, and management.

3. *Implementation of a Behavior Support Process - we recognize that some behavior issues respond well to a Behavior Support Plan. If a child is demonstrating repeated incidents of inappropriate behavior (example: severe aggressive behavior that is not age appropriate, severe attention issues) we will do the following:*
  - a. *Collect data and information regarding the severity, frequency, duration, and location of the behavior in the school setting.*
  - b. *In partnership with the child's family, we will develop an individual Behavior Support Plan to target inappropriate behavior.*
  - c. *Our Behavior Support Plans involve teaching new, appropriate behaviors to replace the old inappropriate behaviors and rewarding the appropriate behaviors on a pre-determined schedule.*
  - d. *As a rule, we allow the Behavior Support plan three weeks before deciding as to its success or failure. Exceptions will be made if we feel the child poses a safety risk to self, other students, or teachers.*
4. *If necessary and with family permission, we may refer the child to external agencies to provide our classroom teachers with outside assistance and support in dealing with the child's behavior.*
5. *If Steps 1-4 have been followed without success, the school may do the following.*
  - a. *Families may be contacted and asked to pick-up student from school within one (1) hour.*
  - b. *Student may be suspended for one or more days.*
  - c. *Student may be disenrolled from the school.*

### **Biting in the Early Childhood Education Setting**

*Even in the best preschool settings, periodic outbreaks of biting occur between infants and toddlers, and occasionally among preschoolers. This is an unavoidable occurrence in groups of young children in an early education setting. When it happens, it can be frightening, frustrating, and stressful for children, families, and teachers. Understand that this is not an unusual phenomenon among children who are going through an oral stage of their development. It is also NOT something to blame on children, families, or teachers and there are no quick or easy solutions to it.*

*Children bite for a variety of reasons: simple sensory exploration, panic, crowding, attention seeking, or an intense desire for a toy. Repeated biting becomes a pattern of learned behavior that is often hard to extinguish because it does achieve results: the desired toy, excitement, or attention. Children may be teething and biting as a pleasant sensation to a young child. Knowing that their biting will hurt another person is not yet a part of a child's brain development, so the "cause-effect" relationship is not yet developed. Our teachers plan activities and supervise carefully to try and prevent biting. There are times, however, when a teacher cannot be within immediate reach to prevent a bite.*

### **Dismissal or Dis-Enrollment Policy**

*Our staff will work with each child to fulfill the needs of that child, and every effort will be made to provide a positive learning experience. However, if you decide to remove your child from our program, our policy is as follows:*

1. *Contact the director of the decision to withdraw immediately.*
2. *Please ensure that you include a month's notice of dis-enrollment. Therefore, your account will be charged for a month after notification of dis-enrollment.*
3. *Ensure that you collect all your child's belongings.*

*CHMS reserves the right to ask family(s) to make alternative arrangements for care, if it is determined that:*

1. *a child's needs cannot be met,*
2. *the child has not adjusted to the group care provided by the school,*
3. *the child's behavior becomes disruptive to the program,*
4. *and/or the child's behavior poses an unsafe environment for the child or other children in the classroom.*

*In the event alternative arrangements for care are required, we will work with the families to facilitate a smooth transition for the child and family.*

### **Child Assessment Plan**

#### **Purpose**

*Assessing and teaching are inseparable processes. Implementation of the curriculum is best accomplished through purposeful play facilitated by highly intentional teaching practices. Assessments are conducted during naturally occurring instructional activities or when children are engaged in tasks that are personally meaningful. Linking curriculum and assessments is an ongoing cycle in which*

*the teacher collects facts, analyzes, and evaluates facts, plans for each child and the group, and share children's progress. With ongoing assessment, teachers can focus on all aspects of a child's development.*

*Early childhood educators at CHMS use developmentally appropriate practices and consider the unique needs of all children when planning. Staff will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines, and activities are flexible, and early childhood educators will work with therapists, special educators and other professionals to integrate individual accommodation, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.*

### **Confidential and Access to Children's Records**

*At CHMS we respect the privacy of children and their families. All records relating to children and their families will be treated in a strictly confidential manner. We will ensure that all families can share information in confidence and all information will only be used to enhance the welfare of their children. We will only share information with other professionals or agencies with consent from guardians. In the case of a Child Protection issue only, information will be shared without family consent.*

1. *The only individuals with access to student records including screening and assessments are as follows:*
  - a. *The owners, directors, managers, and staff of CHMS for purposes of recordkeeping and organizing child files. Each of these individuals has signed detailed confidentiality agreements.*
  - b. *The licensing inspector for the State of Texas for the purpose of assuring that all necessary information is present and up to date.*
  - c. *The classroom teacher, only for the children in their classroom, and only for the purpose of assessment and keeping track of children's progress.*
  - d. *With written permission of the family or legal guardian, be shared with outside agencies for the purpose of aiding the families and/or teaching staff in the matter of behaviour guidance, speech, and language development, occupational or physical therapy or educational support.*
2. *According to Texas Department of Family and Protective Services Minimum Standards for Childcare Centers Sub Chapter C, Record Keeping, Division 1 Records of Children*  
**746.601: Who has the right to access children's records?**
  - a. *All children's records must be immediately accessible to caregivers during hours of operation for use in an emergency.*
  - b. *Families have the right to access their own child's record during a family conference with the caregiver or child-care centre director.*
  - c. *All children's records are subject to review and/or reproduction by Licensing upon request during hours of operation.*
  - d. *\*During the time children are being cared for, events may occur that require access to information about a child to protect the child and/or others in care.*
3. *Children's confidential files are kept in file box in the director's office. Only the approved individuals listed in #1 are permitted access to the files. Otherwise, the office door always remains locked.*
4. *The results of individual children's assessments and screenings are used only for the purposes of keeping track of children's educational progress and for making individual modifications to the curriculum to better meet the educational needs of individual children.*

*The school maintains two kinds of records on children:*

1. **Developmental records:** *These include observations, work samples, progress records, and records of achievement. These records are secured in child's classroom. Access is granted to the child's family, all members of the classrooms' teaching staff, and management staff. This allows for the ongoing collaboration, which is integral to our planning and assessment process.*
2. **Personal records include** *Enrollment forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with Families and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.*

*Personal information about children, families and staff is stored in a lockable file cabinet in the Director's office. Administrative staff, management staff, state licensing, and direct care teachers have access to child file when necessary.*

*Families have access to the files and records of their own children but do not have access to information about any other child. Staff will not discuss personal information given by families with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.*

### **Family Communication**

*Families want to know how their child is doing in school, and family members appreciate specific examples of student progress. Showing examples from their child over time enables families to personally assess the growth and progress of their child. It is essential to tell the whole story when reporting information about performance progress. Talking with families about learning goals, sharing student work samples, using a developmental continuum in conferences, and differentiating between performance and progress are some ways to ensure that families are given an accurate picture of their child learning.*

1. **Daily Verbal:** Teachers communicate verbally with families each day during drop-off and pick-up.
2. **Daily Sheets:** Teachers provide electronic communication to families daily via our brightwheel. The daily sheets document the child's arrival, meals, diapers, medication, child's mood, etc.
3. **Progress Report:** Annual progress reports are provided to families in June and January. Reminders will be provided to teachers when dates are approaching.
4. **Family-Teacher Meetings:** Family will be afforded the opportunity to give feedback to the teaching staff. This will serve the purpose of providing staff pertinent information to aid them in meeting each child's need and to aid staff in preparing for the Family Teacher conferences. Families, teachers, or management may request to have a meeting as needed. If there are concerns about a child's development or behaviour a meeting may be held to ensure that teaching staff and Families understand the child's needs. These meetings are documented and placed in the child's portfolio.
5. **Family Teacher Conferences:** Conferences are held 2 times per year at the parent's request. All children have portfolios which include written observations, work samples, a completed developmental continuum and individual child planning forms. Teaching staff will share the written observations, explain how the facts are analyzed, and activities planned based on the observations and child's individual needs.

### **Uses of Child Assessment**

*Assessment can provide four types of information for and about children and their families, teachers, and programs. Child assessment can:*

1. **Identify children who may need specialized services.** Identifying children who may benefit from specific interventions is appropriate when families, teachers or other professionals suspect a problem. Further screening may be required but no information will be shared, or visits conducted without written approval from the guardian. When informal assessments indicate a problem and specialized professionals indicate a need for further assessments more formal methods of assessment may occur. In addition, data from families and other adults involved with the child are considered in determining a diagnosis and course of treatment.
2. **Plan instruction for individuals and groups of children.** Teachers use assessment data to support the development of individual children, as well as to plan instructional activities for the class. In addition, information on developmental progress can and should be shared with Families to help them understand what and how their children are learning in the classroom and how they can extend this learning at home.
3. **Identify program improvement and staff development needs.** Child assessments can provide formative evaluation data that benefit program and staff development. Findings can point to areas of the curriculum that need further articulation or resources or areas where teachers need professional development. If children in the classroom are not making progress in certain developmental domains, it is possible that the curriculum needs revision or that teachers need some additional training. In conducting evaluations, child data is best combined with program data that measures overall quality, fidelity to curriculum implementation standards and specific teaching practices.
3. **Evaluate how well a program is meeting goals for children.** Although data may be collected on individual children, data will be aggregated to determine whether the program is achieving its desired outcome.

### **Assessment Process**

*The primary purpose of the assessment process is to seek information on eligibility for special services or when collecting information for overall program effectiveness. An assessment is conducted by specialized services representatives after referral has been made. Trained professionals may use norm-referenced and standardized tests to assess a child. Teachers will make the child's portfolio available as needed. The child portfolio will include observations, developmental continuum, work samples, and progress reports to help with determining if services are needed.*

## **Referral Services**

A child should be referred to Early Childhood Intervention (ECI) Program, local school districts, or community partners as soon as there is a concern about a developmental delay. Teachers, Families or Management Staff can refer a family for specialized services. Prior to referral, the child's portfolio will be reviewed, and every attempt will be made to communicate concerns to families in a sensitive and respectful way. Only facts will be discussed based on observations and work samples referencing learning goals and developmental milestones. Teachers will state that they have a concern that they would like to bring to their attention.

1. **ECI Program:** The ECI Program serves babies and toddlers, aged birth to 36 months, with developmental delays or disabilities. ECI has a staff of early childhood specialists, therapists, social workers, and other professionals that work in homes, childcare facilities, and other community settings to conduct evaluations and provide services to children and their families. Service coordination with other agencies is provided at no cost and is an essential component for integrating services around family-centered goals. Services offered through ECI are developmental services, physical, occupational, and speech therapy, family education, counseling services, screenings and assessments, and activities to prepare children for the "next step" in their development. Families and staff work as a team to develop individualized plans of care for children and their families.
2. **Local School Districts:** Provides services to children 3 years of age and older. To be eligible for special education services, students must meet certain criteria requirements. If they also demonstrate an educational need, students may be eligible as having or being a student with a learning disability, an orthopedic impairment, a visual impairment, an auditory impairment, a deaf/blind impairment, mental retardation, emotional disturbance, autism, a speech impairment, a traumatic brain injury, another health impairment, or multiple impairments. The school districts provide a continuum of special education offerings and settings ranging from full inclusion with non-disabled students and only minimal special education support to full-time special school instruction.

## **Nutrition**

Breakfast/morning snack (before 8AM), lunch (M-TH \*depending on program), afternoon snack and late afternoon snack are included in the tuition price for the bambino-primary classroom. On Fridays, parents may provide a sack lunch or purchase the school lunch for \$6.50. A copy of the monthly menu will be shared with parents. Special diets for medical or religious reasons should be coordinated with the director and/or front desk staff.

## **Breast Feeding Mothers**

We support and encourage breast feeding for babies. The following are our breast milk, breast feeding, and formula feeding policies:

1. Our school accepts, stores, and serves expressed breast milk in ready-to-feed, sanitary bottles, OR bags.
2. Each container must be labeled with the infant's first name, last initial, and date.
3. Containers must be stored in a refrigerator for no longer than 48 hours, or no more than 24 hours if the breast milk was previously frozen or in a freezer at 0 degrees Fahrenheit or below for no longer than a week.
4. Breast milk is warmed in a bottle warmer or container of hot water no more than 120 degrees Fahrenheit for no more than five minutes.
5. Bottle feedings may not contain solid foods unless a health care provider supplies written instructions and a medical reason for this practice.
6. For the health and safety of our infant students, our infant teaching staff discards any human milk or formula that is served but not completely consumed or is not refrigerated.
7. Our school provides a comfortable place with seating and privacy that enables a mother to breastfeed her child. Please inquire with the director when needed.
8. Our teaching staff do not offer solid food to infants younger than six months, unless that practice is recommended by the child's health care provider.
9. Our school DOES NOT serve juice. Cow milk is not served to infants younger than 12 months. We will only serve whole milk to children aged 12 months or older after it is introduced at home without any allergic reaction.

## **Transportation**

Transportation is provided from local schools for school-age children if school is on the current route. All children are transported in our vehicle if not within walking distance. Please notify us that each day your child does not need transportation from school.

## **VEHICLE Rider Rules**

The following guidelines should be followed by all students riding the vehicle. These rules will help ensure the safety of all students when riding vehicles.

1. While getting on and off the vehicle, watch your step and board one student at a time.
2. Remain seated with seatbelt on until vehicle is parked and comes to a complete stop.
3. Please keep your feet and belongings off the walkway.
4. Students are not allowed to change seats after the vehicle is moving.
5. Be nice to all riders and allow others to sit with you.
6. Please use low voices, and refrain from yelling or calling out. This can cause distractions for the driver.
7. No fighting, rough play, and/or bad language allowed. NO EXCEPTIONS.
8. Do not throw objects inside the vehicle or out of the windows or doors.
9. Ensure you have all personal belongings before leaving the vehicle.
10. No food or drinks allowed on the vehicle, unless approved by CHMS management.

*Your child's safety and the safety of the other children in the vehicle is our number one concern. Please review these rules with your child and ensure that they understand the importance of these rules.*

## **Field Trips / Physical and Water Activities**

### **Field Trips**

*Written permission from the family is required for all field trips (nature walks). The field trip permission forms must be signed on the enrollment form. All participating children must wear a CHMS vest. These vests are available at the school. The children will change into vests before the field trip and change out of them when returning to the school.*

### **Physical Activities**

*All children at our school can experience outdoor play and activities when the weather, air quality and environmental safety conditions do not pose a threat or risk to the children's or teacher's health. We can apply skin protection or insect repellent for children over the age of 2 months if a signed permission form is on file. We may opt to shorten our time outside if there is extreme heat of 100 degrees or more. Should there be any rain/strong winds/etc. the children will still be able to enjoy our enclosed outdoor garage for fresh air. There will also be indoor physical activity time at the discretion of the teacher if time allows.*

### **Why do we want children to be active?**

- To ensure normal growth and development • To instill good health habits • To help decrease the problem of childhood obesity • To help control blood sugar levels • To build strong bones and muscles • To build strength and endurance • To increase their ability to learn
- To help children build self-confidence and self-esteem • To gain independence • To explore their world • To have fun!

### **Water Activities**

*To participate in the water activities, Texas Minimum Standards requires the following:*

- (1) Written authorization from the family (see enrollment application).
- (2) It's a recommendation that the child wear "water" shoes for swimming (not mandatory). This DOES NOT include flip flops, clogs, or plastic sandals.
- (3) You must provide a change of clothes and towel.
- (4) For school age students, they must wear a t-shirt over their swimsuit.
- (5) Not required but we suggest that you apply sunscreen before you drop your child off for the day.

*For water activities we have the following policy:*

- (1) Children with open wounds, runny noses or any other type of bodily fluid are not permitted to participate in communal water play.
- (2) Fresh potable water is always used, and the water is changed before a new group of children comes to participate in the water play activity.
- (3) When the activity is completed with each group of children, the water is drained & the item(s) is sanitized.

### **Other**

### **Birthday Parties**



Every child's birthday calls for a special celebration. We encourage making each child feel extra special on their special day. Parents may bring a special snack to share. (EX: fruit, vegetables, muffins, cookies, or cupcakes. All food must come from an authorized food establishment. Please do not bring soft drinks, candy, or food with peanuts or peanut butter.) Please check with your child's teacher to help determine the type of snack, as some of our children have food allergies. Party favors are allowed but will be placed in the child's cubby and sent home.

Plastic balloons are a choking hazard and are not allowed per Texas Minimum Standards for Childcare. However, the standards do allow families to provide mylar balloons.

### **Alcohol, Tobacco, and Firearms**

To provide a safe, healthy environment for each child, we maintain a school free of alcohol, drugs, and tobacco use. It is the policy of Texas Minimum Standards for Childcare, as well as CHMS, that the use of drugs, alcohol, tobacco products, and firearms are prohibited in the building, anywhere on the grounds, or in any vehicle used by the school for the transportation of children. This policy applies not only to staff, but to all families and visitors. Anyone found smoking on the premises could result in dis-enrollment of their child from CHMS or termination of employment.

### **Gang-Free Zone**

Under the Texas Penal Code, any area within 1000 feet of a childcare school is a gang-free zone. Any criminal offenses related to organized criminal activity are subject to harsher penalties.

### **Animals**

Due to the many childhood allergies, our school does not allow pets and animals to be a permanent part of the classroom. We may, however, have vendors from time to time bring animals as part of an in-house field trip. If this happens, families will be notified ahead of time of the date and time of the visit and must provide family permission for the child to participate.

### **Emergency Preparedness Plan**

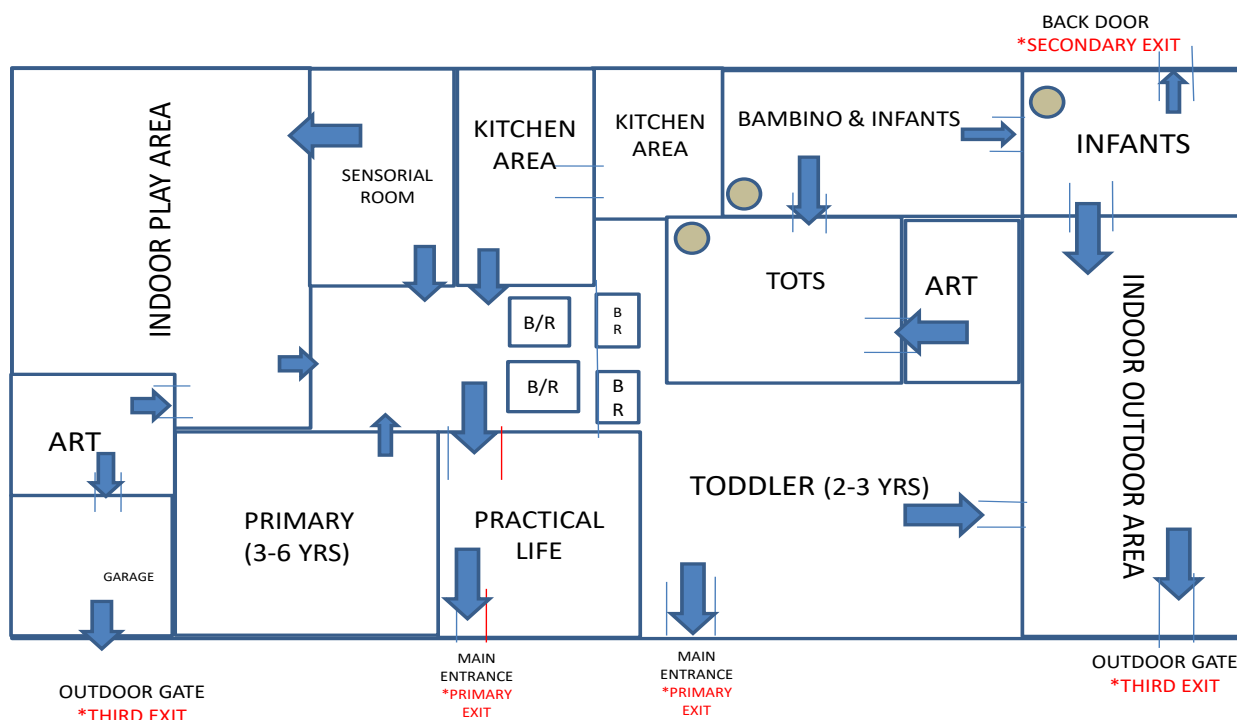
The school is equipped with a weather band, radio and fire extinguishers. Fire drills are conducted monthly. Severe weather/lock down drills are conducted every 3 months. If there is an emergency and it becomes necessary to close the school, families will be notified to plan for early pickup.

If determined that the building or premises are unsafe, the children will be transported to Jentry Kelley Cosmetics located at 1907 Southwest Fwy, Houston, TX 77098. Their direct phone number is (832) 831-3456.

When evacuating the building the staff and children will follow the procedure outlined below:

1. The staff and children will exit the building via the Emergency Evacuation Plan posted in each room. All infant rooms are equipped with emergency evaluation cribs to transport infants during emergencies.
2. The appropriate alarms will be triggered to alarm the appropriate authorities (fire department, police department, etc.)
3. Upon exiting the building, staff will obtain the classroom roster and first aid kit. The classroom roster and first aid kit are required to be with staff anytime the children are outside of the premises.
4. Once outside the building, the staff will complete a role call that ensures that all staff and children are accounted for.
5. A management team member will be responsible for evacuating the building along with the following information:
  - a. Emergency contact for each student
  - b. Authorization for emergency care for each child in care.
6. Children and staff will remain outside the building until the building is deemed safe to return or the authorities and/or management decide to evacuate.
7. If evacuating to alternate shelter, the children will be lead next door. A staff member will complete another count and name to the face of students to ensure that children are accounted for.
8. Once they arrive at the designated shelter, the staff will complete another count and name to face of students to ensure that children are accounted for.
9. The school will use the phone numbers listed on the emergency contact form to contact families and inform them of the evacuation and location where children should be picked up.

➡ DOORWAY/EXIT



## GUIDE TO PARENT'S RIGHTS

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a childcare facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice.
  - File a complaint against the childcare facility.
  - Review the childcare facility's publicly accessible records.
- Review the child-care facility's written records concerning the parent's or guardian's child.
- Receive inspection reports and information about how to access the childcare facility's online compliance history.
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child.
  - Be given the contact information for the childcare facility's local Child Care Regulation office.
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
  - Video recordings of the alleged incident are available.
- The parent or guardian does not retain any part of the video depicting a child that is not their own; and
  - The parent or guardian of any other child in the video receives prior notice from the facility.
    - Obtain a copy of the facility's policies and procedures handbook.
  - Review the facility's staff training records and any in-house training curriculum; and
    - Exercise these rights without receiving retaliatory action by the facility.

# CHMS Infant Schedule.

\*3 to 1 ratio

The Daily Schedule varies in terms of timing based on the needs of each individual child. The following is 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 being 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. All children will be placed on their backs and CHMS will follow all safe sleep policies by Texas HHS.
- **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. 0
- **Comfort:** All the infants will be given regular, physical, and emotional comfort, as the need arises. Positive interactions like smiling, laughing, cuddling is 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 a 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.

# DAILY SCHEDULE \*JAN-MAY

## BAMBINO CLASS (12 MONTHS-17 MONTHS)/ TOTS CLASS (18 MONTHS-24 MONTHS)

\*SCHOOL YEAR SCHEDULE (JUNE-AUG SUMMER CAMPS w/splash schedule different)

\*DIAPERS CHANGES WHEN NEEDED THROUGHOUT THE DAY

|             |                                                                                                                                                                                                                                       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00-8:00   | MORNING SNACK (last serving 750 AM) &<br>SELF INITIATED FREE PLAY OUTDOORS                                                                                                                                                            |
| 8:00-9:30   | MONTESORI WORK PERIOD/MUSIC & ART                                                                                                                                                                                                     |
| 9:30-10:00  | CIRCLE TIME W/GRACE & COURTESY LESSON                                                                                                                                                                                                 |
| 10:00-10:30 | SPANISH W/MS CHA CHA                                                                                                                                                                                                                  |
| 10:30-11:00 | SIGN LANGUAGE                                                                                                                                                                                                                         |
| 11:00-11:30 | LUNCH                                                                                                                                                                                                                                 |
| 11:30-11:45 | OUTDOOR PLAY (MTWF)<br>*10-1030 THURS DUE TO SOCCER                                                                                                                                                                                   |
| 11:45-12:30 | STORY TIME/RELAXATION MUSIC                                                                                                                                                                                                           |
| 12:45-3:00  | NAPTIME<br><i>CHMS will provide sleep mats that are labeled and cleaned weekly for your child. Parents are asked to provide a fitted crib sheet &amp; covering on Monday &amp; these items will be sent home Friday to be washed.</i> |
| 3:00-3:30   | AFTERNOON SNACK                                                                                                                                                                                                                       |
| 3:30-4:00   | INSIDE PLAY AREA FOR MUSIC & MOVEMENT                                                                                                                                                                                                 |
| 4:00-5:00   | AFTERNOON CIRCLE/MONTESORI /FLASH CARDS OR<br>STORY TIME                                                                                                                                                                              |
| 5:00-5:15   | LATE AFTERNOON SNACK                                                                                                                                                                                                                  |
| 5:15-5:30   | SELF INITIATED FREE PLAY/SCHOOL CLOSED                                                                                                                                                                                                |

## TODDLER CLASS (24 MONTHS-36 MONTHS)

\*8 to 1 ratio

\*SCHOOL YEAR SCHEDULE (JUNE-AUG SUMMER CAMPS w/splash schedule different)

*\*DIAPERS CHANGES WHEN NEEDED THROUGHOUT THE DAY*

|             |                                                                                                                                                                                                                                       |
|-------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00-8:00   | MORNING SNACK (*last serving 750 AM)<br>SELF INITIATED FREE PLAY OUTDOORS                                                                                                                                                             |
| 8:00-10:15  | MONTESORI WORK PERIOD/ART                                                                                                                                                                                                             |
| 10:30-11:00 | CIRCLE TIME/GRACE & COURTESY                                                                                                                                                                                                          |
| 11:00-11:30 | LUNCH                                                                                                                                                                                                                                 |
| 11:30-12:00 | INDOOR PLAY AREA FOR MUSIC & MOVEMENT                                                                                                                                                                                                 |
| 12:00-12:30 | SPANISH W/MS CHA CHA & STORYTIME                                                                                                                                                                                                      |
| 12:30-12:45 | RELAXATION MUSIC                                                                                                                                                                                                                      |
| 12:45-3:00  | NAPTIME<br><i>CHMS will provide sleep mats that are labeled and cleaned weekly for your child. Parents are asked to provide a fitted crib sheet &amp; covering on Monday &amp; these items will be sent home Friday to be washed.</i> |
| 3:00-3:15   | AFTERNOON SNACK                                                                                                                                                                                                                       |
| 3:15-4:00   | OUTDOOR PLAY                                                                                                                                                                                                                          |
| 4:00-5:00   | AFTERNOON CIRCLE/MONTESORI WORK PERIOD                                                                                                                                                                                                |
| 5:00-5:15   | LATE AFTERNOON SNACK                                                                                                                                                                                                                  |
| 5:15-5:30   | SELF INITIATED FREE PLAY/SCHOOL CLOSED                                                                                                                                                                                                |

## PRIMARY CLASS (3-6 yrs)

\*14 to 1 ratio

\*SCHOOL YEAR SCHEDULE (JUNE-AUG SUMMER CAMPS w/splash schedule different)

|             |                                                                                                                                                                                                                        |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7:00-8:00   | MORNING SNACK ( <i>*Last serving @ 750 AM</i> )<br>SELF INITIATED SELF PLAY OUTDOORS                                                                                                                                   |
| 8:00-10:30  | MONTESSORI WORK PERIOD                                                                                                                                                                                                 |
| 10:30-11:00 | CIRCLE TIME ( <i>WEDNESDAY *JOLLY TROLLEY DAY</i> )                                                                                                                                                                    |
| 11:00-11:30 | CIRCLE TIME (MTTHF)                                                                                                                                                                                                    |
| 11:30-12:00 | LUNCH (MTTHF) ( <i>THURSDAY *SOCCER SHOTS</i> )                                                                                                                                                                        |
| 12:00-12:30 | MUSIC & MOVEMENT                                                                                                                                                                                                       |
| 12:30-1:00  | SPANISH W/MS CHA CHA & ARTS/CRAFTS<br>( <i>*CLASS WILL ROTATE</i> )                                                                                                                                                    |
| 12:45-1:00  | RELAXATION MUSIC TIME/QUIET READING TIME                                                                                                                                                                               |
| 1:00-3:00   | NAPTIME<br>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. |
| 3:00-3:30   | AFTERNOON CIRCLE TIME                                                                                                                                                                                                  |
| 3:30-4:00   | AFTERNOON SNACK TIME<br>( <i>WEDNESDAY *DISCIPLINE IN MOTION</i> )                                                                                                                                                     |
| 4:00-5:00   | OUTDOOR/INDOOR PLAY & AFTERNOON MONTESSORI<br>TIME ( <i>*CLASS WILL ROTATE</i> )                                                                                                                                       |
| 5:00-5:15   | LATE AFTERNOON SNACK                                                                                                                                                                                                   |
| 5:15-5:30   | SELF INITIATED FREE PLAY/SCHOOL CLOSED                                                                                                                                                                                 |