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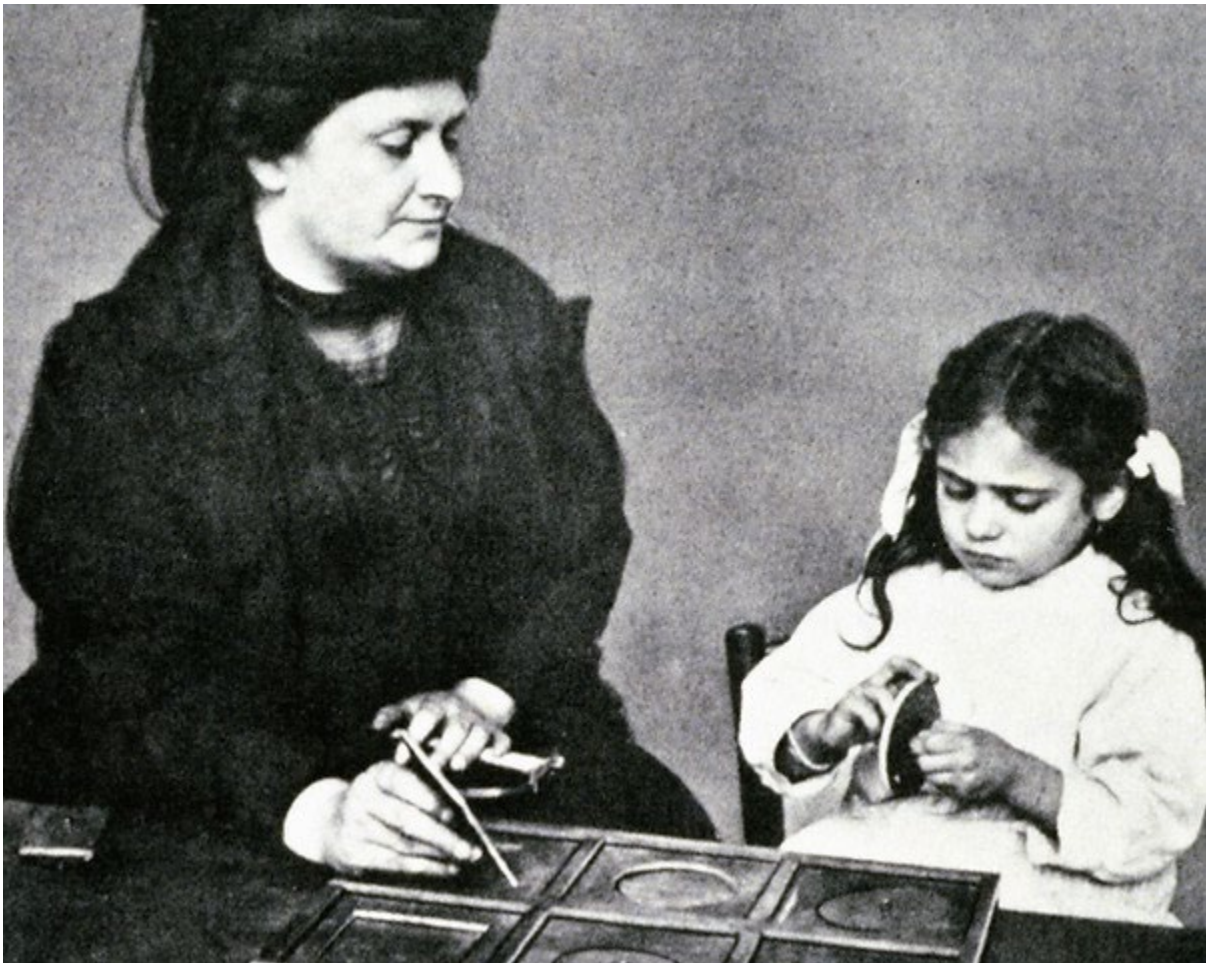
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Maria Montessori

“The greatest development is achieved during the first years of life, and therefore it is then that the greatest care should be taken. If this is done, then the child does not become a burden; he will reveal himself as the greatest marvel of nature...”

Maria Montessori, MD,



Welcome to Global Montessori Academy

Dear Parents,

Welcome to Global Montessori Academy. Please take time to read this Handbook thoroughly, and then book mark it for frequent reference. All parents are expected to be familiar with the school policies and to abide by them.

Sincerely,

Mary Opatha

Director

Contact Information

SCHOOL NAME & ADDRESS	Global Montessori Academy 6453,NC HWY 55, Global Montessori Lane N.C 27713
PHONE NUMBERS	(919) 361-6275 or (919) 345-5896
FAX NUMBER	(919) 361-6276
WEB SITE	www.globalmontessori.org
E-MAIL	info@globalmontessori.org

Hours of Operation

Global Montessori Academy is open year round, Monday through Friday. All holidays, and special events are marked on the school current calendar.

FOR AGES 3 YEARS & UP	ARRIVAL	DISMISSAL
Before-school care	7:30 AM	8:30 AM
Academic day	8:30 AM	3:30 PM
After-school care	3:30 PM	5:30 PM

FOR 20 MONTHS TO 24 MONTHS	ARRIVAL	DISMISSAL
Before-school care	7:30 AM	9:00 AM
Academic day	9:00 AM	3:00 PM
After-school care	3:00 PM	5:30 PM

School Closing, Delay, or Early Dismissal due to inclement Weather

Global Montessori Academy will follow the public School weather policy and will publish on the WRAL weather channel.

Mission Statement

Our Mission at Global Montessori Academy is to provide a quality educational program for all children. To give all children an opportunity in a prepared environment based on Montessori principles where all children can grow socially and intellectually, emotionally, and physically, and to awaken the spirit of every child by developing a strongly held set of values, and a love of community.

Goals

Global Montessori Academy's goal is to serve the community by providing a Montessori environment and education for all students. The four core curriculum areas, practical life, sensorial, math and language, are enhanced by cultural studies including music, art and geography. We believe in Maria Montessori's philosophy that all children are unique, curious about their world, and are born with a desire to learn. We respect these characteristics and it is our goal to provide an environment where the child will have a place for a quality learning experience.

OUR PROGRAM

Infant A -The classroom consists of children from 3 months to 13 months. They begin learning to enjoy music & movement. Class ratio 1:5

Infant B -The classroom consists of children from 13 months to 24 months. They begin to learn through music & movement, talking and familiarizing basics sounds. Class Ratio 1:5

Toddler -This room consists of children from 24 months to 3 years. The children learn through hands on materials and activities designed for the child's fine and gross motor skills. At this age learning and concentrating on potty training is important. They begin learning language, Math, Science, Geography and Art. Class ratio 1:10

Primary -Ages 3 years to 5 years. They begin to explore activities that foster independence, respect and the joy of learning with opportunities to develop self esteem and caring relationships along with lessons in language, reading, math, science and geography. Class Ratio 1:15

Lower Elementary- Ages 5 years to 8 years. At this age, children enjoy learning with others. You are likely to see children working together to parse sentences, reduce fractions, or research life in Colonial America. Learning to collaborate is an important part of the learning process. Class Ratio 1:15

Special Services – We offer summer camps for non-GMA students and GMA siblings

Typical Daily Schedule

This is the typical daily schedule for the 3 years and above classrooms. This schedule varies based on weather and the classroom.

7:30 AM – 8:30 AM Before care

8:30 A.M. -8:45AM Wash hand and greet the Teacher

8:45AM – 9:00 AM Circle Time

9:00 AM – 10:30 AM Children work with Montessori educational materials and or Enrichment programs (Music, Spanish, Dance, and Art) Group lesson in Science, Plants, Animals, Astronomy, Anatomy, Geography, and presentation of new materials

10:30AM – 11:30AM Outside play

11:30AM – 11:40AM Lunch set up

11:40AM – 12:00PM Lunch

12:00PM -12:15PM Clean up and set up for nap/rest time

12:15PM – 12:30PM Story time

12:30PM - 1:45PM Nap/Rest Time

1:45PM – 3:00PM Individual work time

3:00PM – 3:15PM Clean up

3:15PM-3:30PM Dismissal

3:30PM-6:00PM Aftercare

Admissions

Tours are one of the best opportunities for the parents to recognize that our center is the right place for you and your child; therefore, GMA encourages parents to schedule a tour of the school. Please take note that tours are made by appointment only. Once you have made the decision to join our family, important paperwork will be handed to you that need to be filled before the intended first day of school of your child. After receiving all the completed paperwork, your child will be officially admitted to our school.

If no spaces are available in the school, the child may be placed on a waiting list after submitting a completed enrollment form, having an interview with the administrator and paying the nonrefundable admission fee. Placement is dependent upon space available. Children may be enrolled at any time during the school year.

Global Montessori Academy has a 60-day trial period, during which time the child will be assessed to see if he/she responds favorably to the School's environment and the Montessori Method of teaching. During this time, Global Montessori Academy can rescind the child's admission, if Global Montessori Academy cannot meet the child's needs.

Withdrawal

In the event of a family move, or with extenuating circumstances it is agreed and understood that the parent/guardian will provide notice in writing to the school 30 calendar days prior to the last day of attendance. Failure to give 30 days' written notice will result in being charged for the next 30 calendar days from receipt of such notice regardless of your child's attendance. .

Attendance

Regular attendance is very important. Please call or notify the teachers through the communication application if your child is absent from school.

Safe Arrival and Departure Procedures

Parents are responsible for walking their child to the building after car pool time/ 9:00 am. Each child needs to be accompanied by a parent to the building before or after car pool time.

**Please make sure all emergency information is current and correct in the main office.
Should any information change throughout the year, please notify the school.**

Please note that ONLY the person listed on the child's emergency file is allowed to pick-up a child if the parents are unavailable.

Arrival

School academic day begins at 9:00 a.m. for children below 3years and 8:30 a.m. for 3 years and above. The before care program begins at 7:30 am for parents who wish to drop their child off before the academic day begins.

Tardiness

Classes begin with circle time, which help children succeed during their school day. It is very important that children arrive on time. Children feel embarrassed about coming into school late. Please make every effort to enhance your child's self-esteem and success at school by being on time.

Departure

School ends at 3:00 p.m. for children below 3years and 3:30 p.m. for 3 years and above in the full day program. The Aftercare program ends at 5:30 pm. Children will only be dismissed to those who are authorized by the parent found in the child's file.

Late Pick-up Policy

Our staffs work very hard while they are with the children and needs to prepare the classrooms for the following day; therefore, asking them to remain after work hours imposes a need of change on their personal individual time. We realize that unexpected circumstances arise; thus, we ask that you notify us as soon as it becomes apparent that your child will be picked up late for us to make the necessary arrangements for adequate staffing and a fruitful day.

A charge of \$25 for all children dropped off or picked up outside the contracted time will be due at drop off or pick up.

Unscheduled School Closings

Inclement weather is a normal part of the school year. Global Montessori Academy will follow Durham County Public School System's (DCPSS) Inclement Weather Policy.

Discipline

An important step in admission is that parents read and agree to observe our discipline policy. All children will be directed to positive choices for their behavior at school. The Montessori environment encourages students to develop self-control. However, when children come from other schools it sometimes takes time for this sense of freedom and choice with responsibility and accountability, to make a difference in a child's self-control. If a child is having a particular behavior problem that is not corrected after using positive classroom management, the parent will be called and an agreement reached between the teacher, parent, and child as to how the child will correct the negative behavior.

Expectations of Families/Volunteering and Communication

GMA recognizes that families are a key element in all child care programs and building a positive relationship with you is one of our main goals; therefore, we have provided various opportunities for each family member to be involved in our program through volunteering. Listed below are some examples of volunteering opportunities that you may want to consider and sign-up for in the near future.

- A. Assisting in classroom activities like reading to children, helping the teachers in arts and crafts project, gardening, etc...
- B. Chaperoning during Field trips.
- C. Helping with improvement projects in school.
- D. Planning and organizing special events.
- E. Being a room parent.
- F. Visiting the classroom and speaking to the children as a resource person in the topics related to what the children are learning.

We also understand that some parents may not be able to volunteer; thus, you can still get involved in a different way like donating items that the teachers need, doing maintenance work, or assisting in the office.

GMA would like to respond to your concerns, requests, or any questions properly and in a timely manner. Please use the communication app, and the teacher will respond accordingly.

We also send out updates about what the children do as a class and the children in action weekly through emails and post updated pictures on our Face book page.

Classroom Observation

All parents are invited to observe their child in class. Please let the office know ahead of time in order to avoid overcrowding in the classroom. Pick up observation guidelines at the office prior to the observation.

Parent Conferences

Parent-teacher conferences are conducted 2 times during the school year – November and March. There is no excuse good enough for missing these conferences as the teachers are willing to schedule them at any time parents are available to attend. Your child deserves for you to attend these important meetings. Sign-up sheets will be available two weeks prior to these conferences.

Field Trips

The purpose of field trips is to enhance learning. All field trips are age-appropriate.

Sometimes we cannot bring the real item to the school, so we need to go and visit.

We welcome participation of parents on field trips. If you would like to become involved in field trips, please tell your child's teacher. All drivers must show proof of current license, registration, and insurance. All children participating in field trips must turn in a signed permission slip.

Health

In case of an illness or injury, parents would be contacted immediately. Parents are asked in the enrollment packet for persons to notify in case of an emergency if the school cannot reach the parents. If necessary, a child would be transported by ambulance to the hospital.

It is our goal to keep your child safe and taken cared for. However, school is a place for your child to be productive and to enjoy as well; therefore, a child who is not feeling well may not be as productive as we and you may want them to be.

Therefore we ask that parents keep their child home for the safety of the other children and staff at school on days that the child has any of the symptoms below or is not feeling well.

1. The sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water.
2. Two or more episodes of vomiting within a 12 hour period
3. Temperature over 99 degrees underarm or 100 degrees orally.
4. A red eye with white or yellow eye discharge, until 24 hours after treatment has started.
5. Scabies or lice (no nits in hair)
6. Chicken pox or a rash suggestive of chicken pox;
7. Tuberculosis, until a health professional states that the child is not infectious;
8. Strep throat, until 24 hours after treatment has started;
9. Pertusis, until five days after treatment has started;
10. Hepatitis A virus infection, until one week after onset of illness or jaundice;
11. Impetigo, until 24 hours after treatment has started; or
12. When a physician or other health professional issues a written order that the child be separated from other children.
13. Open sores that cannot be covered until a health professional states that the child is not infectious

SIDS Policy

GMA upholds NC Child Care Rules .0606 and .1724 regarding Sudden Infant Death Syndrome or SIDS. According to NC Law G.S. 100-91(15), child care providers caring for infants 12 months of age or younger, are required to implement a safe sleep policy, share the safe sleep policy with parents/guardians, and participate in Infant-Toddler Safe sleep and SIDS Risk Reduction in Child Care training.

Policy on SIDS

1. Infants aged 12 months or younger must be placed on their backs for sleeping unless a written waiver from a health care provider, and a duly filled out Alternate Position Waiver form is received.
2. Only pacifiers are allowed in an infant's crib while they are sleeping. If the pacifier falls out of the mouth of the sleeping infant, it will not be reinserted.
3. Toys and stuffed animals will be removed when the infant is asleep.
4. No pillows, bumper pads, blankets will be allowed in an infant's crib. Instead, please send in a sleep sack.
5. Infant's heads will not be covered with blankets or any bedding.
6. Room temperature will not exceed 75 degree Fahrenheit.

7. The assigned staff to the infant classroom will visually check the infant every 15 minutes and will be recorded on a Sleep Chart that will be maintained for one month. The staff will monitor the infant for any signs of overheating, skin color, and breathing.

8. GMA is a no-smoking campus including its surrounding premises.

9. Each infant is assigned a crib. We do not allow sharing of cribs unless we are evacuating in an emergency.

10. A crib that is safety approved with a firm mattress and tight fitting sheet is the only kind of crib that we will be using.

11. In accordance with the American Academy Pediatrics (AAP) recommendations, an infant who easily turns from their back to their stomach will be placed on their backs and then allowed to adopt on the sleep position that they prefer.

12. Infants that are awake will be given supervised tummy time.

13. A copy of GMA's Sleep Policy will be furnished to each parent before enrollment. This document needs to be reviewed with the Director if you pursue to enroll your infant, and a signed statement stating that you have received and reviewed this document.

14. A copy of the Sleep Policy will be placed in a prominent place in the classroom including a poster about infant safe sleep practices.

Medication Policy

GMA will not administer medications at school. Many medications are now long lasting and may be administered in the morning and evening.

Emergency Procedures

GMA has constantly been aware that unavoidable situations may happen whether it is manmade or not. We conduct monthly fire drills, shelter-in-place drills, and lock down drills pursuant to the NC DCDEE Child Care Rules to be prepared in any emergencies. The children are taught on how to respond when they hear certain number of whistle blows and fire alarm. In addition, GMA will have its Emergency Preparedness Response (EPR) in place for any actual emergencies, and this will also be practiced.

GMA will follow Durham County Public School System's (DCPSS) Inclement Weather Policy.

Accident and Emergency Medical Procedures

GMA wants to ensure that your child will be safe with us always; therefore, GMA's staffs are all trained in CPR and First Aid. Should your child be involved in an accident/ incident during the course of the school day, the teacher will address the situation using his/her CPR or First Aid training if needed. Once the child is stable, an accident/incident report will be filled out by the teacher that will be handed to you for signature, and the teacher will let you know what

had happened. The original report will be given to you, and a copy of the same report will be kept on your child's file. If you feel unsatisfied after talking with the teacher about the situation, please talk to the Director. A conference can be scheduled to talk about the matter.

Show and Tell

We encourage children to bring objects of educational value such as plants, flowers, shells, nature and science objects, tapes, books, current newspaper articles or pictures to school for show and tell. We do have a regular show and tell day of which you will be notified. We ask you to cooperate, however, in seeing that toys, treasures, money, play jewelry, etc., be left at home. We also do not want Barbies, Disney items, brought to school. These items only cause trouble since the children cannot play with them during the school period and they are easily lost or broken. Cowboy boots, guns, holsters, gum and candy also fall into this category. Live animals may be brought to school, but please talk to the teacher first.

Dress Code

Children's clothing should not be an obstacle to their enjoyment of the activities at school. Their clothes should allow them to run and climb and play freely. Certain accessories are a distraction to children at school—jewelry, purses, hats, sunglasses, toys, and money. These items are better left at home.

We strongly recommend that soft-soled shoes be worn to enable the children to effectively participate in activities which will develop coordination. Also, do not send your child to school in "flops" or sandals. Shoes with closed toes are acceptable. Socks should be worn with shoes.

We ask that all children bring an extra set of clothes including socks and underwear with his name marked on it. This way, if your child ever needs a change of clothing, it is available. If the child is working on or new at potty training, please send him/her to school in real underwear or under panties, and provide a few extra pairs for accidents if they occur.

Our program stresses independence and clothes that allow a child to dress and undress himself, without help, are preferred and of great benefit in that regard. Avoid difficult snaps, belts, shoulder straps, or anything that your child cannot undo or do himself.

Toilet Training

At GMA, we believe that each child is unique including the right time for potty training. We do not require that your child be potty trained upon enrollment for children ages 2 and older although we suggest that you begin at home. We will be your partner during this special time. Please let us know your routines of potty training at home, and we will do our best to

accommodate them at school. For the parents of the children ages 2 years old and younger who would like to begin potty training, we suggest that you look for some readiness signs that your child might show to be a successful potty trainer. For instance, the ability to say “potty” or any term that the child uses to designate that he/she would want to go potty. The child shows the ability to undress themselves and ability to stay dry for longer periods of time in a diaper/ pull-up throughout the day. Please talk to the teacher if you deem that your child is ready, and the teacher will let you know about her assessment.

Outdoor Play

Here at GMA, we recognize the importance of play. Play is a wonderful, fun way for children to learn. We consider our outdoor play area as an extension of our classrooms; therefore, we have designed our play area to be surrounded by nature. In doing so, the children will learn how to appreciate nature, do explorations, and expand on their curiosities like on how things come to life, and do gardening. All children go outside for the entire full day session weather permitting.

It is important that you provide weather appropriate clothing for your child including an extra pair of closed-toe shoes that will be used for outdoor playtime to prevent any injury on their feet.

Nap and Rest Policy

Naps and rests are very important for a growing child’s body, and for this reason, we encourage children to take a nap between 12:30-2:00pm except for the Kindergarteners and Grades 1 to 5. For some children who do not take naps, they are encouraged to rest quietly on their designated mats while browsing or reading a book.

Please make sure that you bring a clean crib sheet every Mondays to be brought home for washing every Fridays. You may also send a blanket and pillow if your child is accustomed to this way of sleeping.

Lunch and Snacks

GMA does not provide meals and snacks. However, we suggest that a nutritionally balanced meals and snacks are the best thing for your child as suggested by the USDA. A Nutrition Opt Out Form will be provided to you upon enrollment. Furthermore, please inform the Director during enrollment if your child possesses any form of allergy or allergies so that the school can come up with an individualized allergy plan with your help and take the necessary precautions. You will also be given another form that your child’s pediatrician needs to fill-out with his/her instructions in case an anaphylactic reaction occurs.

Birthday Celebration

This is a very special way for a child to celebrate birthdays. Parents are invited to come on this day. Please give us your child's written Celebration of Life when registering; it will be updated each year. The child walks around the circle one time for each year of life.

A short paragraph is read as the child walks to describe a few things of importance that happened each year.

Policy on Sexual Harassment

Any instance or report or observation of sexual oriented misconduct, whether physical or verbal, from one child to another must be brought to the attention of the school director promptly. The director will document and file details, then proceed according to individual discretion.

Tuition

GMA is a private school that is supported by your child's tuition fee. Tuition fee is due every first of the month; nevertheless, we understand that sometimes certain unexpected circumstances arise; thus, we give you a grace period until the fifth. Tuition fees will be discussed according to the child's age, after taking a tour of the school.

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Late Payment Policy

After the fifth of every month and your child's tuition fee has not been received, a \$25 late fee charge will be added to your account. GMA is readily available to help you, but we will not know your situation until you speak to us. Payment arrangements are available but needs to be made in advance with the Director.

Non-sufficient Funds Policy

Any returned check will be charged an additional \$35. In addition, the total amount due to GMA will need to be paid in cash within 7 business days. Please come in and talk to the Director regarding your circumstance/s that may have led to your situation so that she can better assist you.

Special Services.

We also offer after care and Summer camps for non-GMA students.