



# HUGHES ROAD MONTESSORI

## PARENT HANDBOOK

### General Policies and Procedures

**Director:** Dr. Bill Brooks  
**Address:** 1650 Hughes Road  
Grapevine, Texas 76051  
**Office:** 817-488-1008/**Cell:** 817-877-6579  
**Email:** [billbrooks@HughesRoadMontessori.com](mailto:billbrooks@HughesRoadMontessori.com)

**HUGHES ROAD MONTESSORI SCHOOL  
A HANDBOOK FOR THE PARENT OR GUARDIAN**

Dear Parent or Guardian:

Greetings! We are honored to extend a warm welcome to you, your child, and your family. We are grateful that you have chosen to allow us to care for and educate your child during this most important stage of their growth.

This handbook is being provided to give you necessary information on the school and its general policies. Please take the time to read the enclosed material as these policies have been implemented for the safety and welfare of all the children in the school. We also encourage you to keep handy the school calendars, announcements, and periodic newsletters for your reference throughout the year.

If you have not yet set up your Parent Portal on the Sandbox system, please let us know and we will provide you with a link for that purpose.

Please contact us at 817-488-1008 anytime. The cell phone number that is dedicated to the school is 817-877-6579. Feel free to call or text that number anytime.

Sincerely,

Dr. Bill Brooks  
Director

## ORGANIZATION

Hughes Road Montessori operates as a service and educational organization under the charitable not-for-profit 501 (c)3 status of Unity Church of Northeast Tarrant County (Center of Unity)

Therefore, ultimate oversight of HRMS is the responsibility of the Church Board of Directors. The Board of Directors has determined that the immediate oversight of HRMS is best done by a Board of Trustees who are **degreed and professional educators**. The current Board of Trustees consists of:

**Dr. Juneria Burges**

**Dr. Sue Elseewi**

**Dr. Aileen Curtin**

Non-voting members of the Board of Trustees are:

Rev. Carol Record - co-Minister

Rev. Dr. Bill Brooks - co-Minister, Director

Mary Salerno - Church Administrator

TBA - Representative of the Parent/Teacher Organization

HRMS is open to ALL. Although HRMS functions as a part of the Center of Unity, we offer a secular curriculum and do not teach religion in any form.

## GOALS AND OBJECTIVES

Hughes Road Montessori School is dedicated to helping each child develop within them-self the foundational habits, attitudes, skills, appreciation, and ideas that are essential for a lifetime of creative learning.

When engaged in well-structured tasks, the child experiences a deep inner satisfaction, which leaves him/her with an overall positive attitude toward everything concerned with school. Hence, the specific goals for the children who attend Hughes Road Montessori are the following:

1. Develop in each child a positive attitude toward school.
2. Help each child develop self-confidence as an independent learner.
3. Assist each child in building a habit of concentration.
4. Foster in the child an abiding curiosity.
5. Develop habits of initiative and persistence in each child.
6. Foster inner security and a sense of order in the child, ultimately a sense of self-discipline.
7. Help develop the child's sensory-motor skills.
8. Sharpen the child's ability to discriminate and judge his/her surroundings.
9. Help the child develop socially.
10. Help develop the child's creative intelligence and imagination.

## GENERAL POLICIES AND PROCEDURES

### Enrollment

Hughes Road Montessori School (HRMS) is non-discriminatory; enrollment will not be denied to any child because of race, color, national origin, religious beliefs, or gender.

A fully completed Enrollment Information Form signed by a parent or guardian must be on file for every child enrolled in the school. Any changes to the information on file must be completed by the parent or guardian on a revised Enrollment Information Form. A downloadable Enrollment Form is available on our web site at [www.hughesroadmontessori.com/enrollment-form](http://www.hughesroadmontessori.com/enrollment-form) in the Parent Resource Section. Revisions may also be made through the Sandbox Parent Portal.

### Registration Fee

A non-refundable registration fee of \$125.00 is required upon initial enrollment. A \$50 re-enrollment fee is required for each child each year thereafter. This fee secures your child's enrollment until he/she begins school.

### Tuition and Payments

Tuition payments are due on the first of each month. A 5% late charge will be applied to accounts that are overdue after the 5th business day of the month. Please note that tuition is for the full academic year and is not subject to adjustment because of illness, absence, withdrawal, or dismissal of the child from school for any reason including, but not limited to, a parent's employment transfer. For good cause shown, the management of HRMS shall have the power, in its sole discretion, to release a parent from further or additional financial obligation in the event of withdrawal or dismissal of the child from the school. Such good cause must be submitted in writing. Tuitions payments may be made by credit card via the **Sandbox Parent Portal**. HRMS also accepts cash or check.

Spring and fall terms are eligible for a 10% reduction in the tuition if full yearly payment is received by July 15. (Monthly tuition x 9 months)

Spring and fall terms are eligible for a 5% reduction in the tuition if bi-annual payments are made (50% of full amount due by September 5; balance due on January 15.)

Summer programs are eligible for a 5% reduction in tuition if full payment is received by March 15. (Monthly tuition x 3 months) If full yearly prepayment is made including spring, summer and fall, a 10% reduction in tuition is applied to the entire amount. (Monthly tuition x 12).

HRMS is dedicated to providing the highest quality education at the most affordable price possible. However, from time to time, a slight increase in tuition becomes necessary to cover the rising costs of operation. Any increase in tuition will be effective at the beginning of the fall

term and should an increase be necessary, notification will be issued to parents of current students no later than the end of the spring term of that same year.

A tuition fee schedule is available on our [www.hughesroadmontessori.com/tuition](http://www.hughesroadmontessori.com/tuition).

### **HRMS Parent Portal**

Hughes Road Montessori uses **Sandbox Child Care Administration Software**. All records and information are entered and archived in this system. A "Parent Portal" is provided for each parent/guardian which allows you to make sure that all information about your child is current. This also provides for both a private means of communication as well as entire group communication. Upon enrollment the parent/guardian is sent an invitation link to establish your parent portal.

### **Parent/Teacher Organization (PTO)**

In an effort to achieve full transparency and effective communication between the school and parents, we are proud to have a thriving and active PTO. This group meets once per month and all parents/guardians are invited to participate. A representative of the PTO also sits on the Board of Trustees non-voting) member.

### **State Health Regulations**

Parents must complete and submit the Health Requirement Form supplied by the school. Every child enrolled in HRMS must be fully immunized in accordance with guidelines as set forth by the State of Texas. See the required immunization schedule on our web site [www.dshs.texas.gov/immunize/school/child-care-requirements.aspx](http://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx). Our immunization records are audited by the state and must be on file for each child.

### **Vision and Hearing Screening**

Texas Minimum Standards requires that all students enrolled at HRMS who are 4 years of age and above receive Vision and Hearing Screening once per year. We offer on-site Vision and Screening for all ages within 120 days of the first day of the Fall Term. See the requirements on our web site at [www.hughesroadmontessori.org/vision](http://www.hughesroadmontessori.org/vision).

### **Student Health Guidelines**

In addition to the above-mentioned health and immunization information, we ask that the parents please adhere to the following guidelines to ensure the safety and well-being of each student and teacher.

#### **Keep your child at home when he/she has:**

- a temperature of 100 degrees or higher
- diarrhea or is vomiting
- a rash of unknown origin
- red, runny eyes or wakes up with eyes "glued" shut

- ear pain with or without fever

**Your child may return when:**

- child is fever free for 24 hours without the use of Tylenol or other fever reducer
- child is free of diarrhea and vomiting for 24 hours
- you have consulted a health care professional for the appropriate therapy

**Emergencies**

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for the child. The child's individual emergency instructions on file are consulted and the parents are called immediately. Only when necessary, 911 will be called and in such cases, the cost for ambulance service and care is the responsibility of the parent. **(It is critical that should your address or telephone numbers change either at work or at home, you notify the school as soon as possible.)**

**Medication**

No medication will be administered to a child by any school employee. Parents may choose either to come to the school at the prescribed time to administer their child's medication, or to keep their child home until the medication is no longer needed. The only exception will be with children needing inhalers. The parent/guardian dropping off that child will need to sign the Medication Form giving specific instructions (2 puffs as necessary, etc.).

**School Hours**

Half-day and full-day programs are offered for the Beginner Class.

Full-Day Programs only are offered for the Primary Class.

School hours for the half day program are 8:30 AM - 11:30 AM Monday through Friday. Hours for the Full Day Program are 8:30 AM - 2:30 PM Monday through Friday.

**Drop-off and Pick-up (car-line)**

The car-line entrance to the school is located on the south side of the building, near the classrooms. During rain or snow fall only, the car-line will be moved to the covered portico on the east side of the building.

We will open the door at 8:30 AM. A teacher will be available until 8:45 AM to assist arrivals and check-in. Parents arriving after 8:45 should walk their child into the building.

Departure times are extended to 11:45 AM for half-day and 2:45 PM for full-day. A teacher will be available at these times to assist in departure and check-out. Parents arriving after a 15-minute grace period should walk into the building for their child. After this 15-minute grace period, a late fee charge of \$1.00 per minute may be assessed for failure to pick up your child as scheduled.

Please keep in mind that drop-off and pick-up times are just for that. Our main concern during that time is safely getting the children in and out of your cars and the school building. Please do not engage the teacher working the car-line in a conversation that could be held at a safer time. Parents are always welcome to call the school or to schedule a visit with the teacher or director.

Please be advised that teachers may unbuckle your child from the car seat for removal when arriving. However, due to safety concerns and responsibility, teachers are not permitted to “buckle-up” the child when being placed in the car for departure. This is the responsibility of the parent/guardian. The Pick-up Authorization instructions completed on your child's Enrollment Form will be followed. Should your child need to leave school early or with someone other than those designated on the Pick-up Authorization section, please inform the school in writing?

### **Attendance and Absences**

We encourage parents to keep consistent routines by getting the children to school on time and on a regular basis. Most children find it more difficult to enter the classroom when the others are already fully engaged in their work. Also, the teachers begin giving lessons as soon as school begins, and we do not want any of the children to miss out on part of the day. However, we know there are times when something may come up or there may be an appointment of some kind, resulting in late arrival. Please call or send a message via Sandbox to let us know. (Please note that there are no tuition adjustments or make-up days for absences.)

### **Snacks**

Snacks are provided by the school in the mornings and may consist of fruit juice or water and any of the following: crackers, cheese, pretzels, animal crackers, fruit etc. If your child has any known allergies, please be sure to include that information when you fill out the enrollment packet and inform the director verbally. A monthly snack menu will be posted in the Parents Newsfeed on Sandbox no later than the first of each month.

### **Lunch**

HRMS does not provide lunch for the students. Each day, parents should pack a well-balanced, nutritional meal, excluding candy and other highly sugared foods with excessive quantities of additives and preservatives. Please make sure that the child's name is clearly marked on the lunchbox. Refer to the Lunch Guidelines on our web site [www.hughesroadmontessori.org/lunch](http://www.hughesroadmontessori.org/lunch).

### **Birthdays**

We do have a small birthday celebration in class. When your child's birthday is near, please notify your child's teacher to plan the exact date you would like to bring in a snack if you choose to do so. We also offer a Celebration of Life in accordance with the Montessori Method. If you are interested refer to our web site [www.hughesroadmontessori.org/birthday](http://www.hughesroadmontessori.org/birthday).



If you are planning a birthday party for your child, it is best to mail the invitations. If you send them to school to be passed out, we cannot be responsible for any lost invitations or for any that may accidentally not make it home

### **Playground Time**

Outdoor playtime is scheduled each day (once in the morning and once in the afternoon), excluding rainy weather. **Please make sure your child gets to school with appropriate outerwear for that day.** All children will go outside; no child will be allowed to stay inside because they did not want to bring a jacket that day. If your child is not well enough to play outside, then your child should stay home.

School policy is generally that children will not go outside if the temperature is below 36 degrees F or above 100 degrees F. Other conditions may cause an additional determination to remain inside on a case-by-case basis.

### **Clothing**

Play clothes are encouraged - simple, washable, sturdy and easy-to-manage. (Please remember that children in the Primary classroom need to be independent in the bathroom; jumpsuits and overalls tend to be difficult for younger children to manage.)

Closed-toe and rubber-soled shoes are required for the playground as we want to avoid injuries. Appropriate outerwear is required (sweater, jacket, etc.) as we do go onto the playground every day.

Each child should have a complete change of clothing, including underwear and socks, packed in a clear plastic Ziploc. Please label all clothing (especially jackets)! The school will not be held responsible for lost or misplaced articles of clothing.

### **Nap-time**

After lunch, children have a "rest period" where all children have an opportunity to relax and/or lie down. Children in the Beginner Class will have nap-time where it is expected that each child sleeps. Children in the Primary Class are not required to lie down or sleep, but they will have sufficient time to rest and/or relax. After 20 min. the children who are not yet asleep can then get up and engage in a quiet activity.

Parents will provide a rest mat for each of their children. Each child should bring his/her own travel size pillow and blanket or a nap roll which has the pillow and blanket attached. Please be sure that the nap roll has a strap to hang on their cubby hook or the blanket is stored in a small bag to hang.

### **Personal Items**

The school does not take responsibility for personal possessions that are lost, stolen or damaged at school. Please do not send your child to school with valuable or irreplaceable items.

Children may not bring toys to the classroom. There is a Show and Tell time in the Primary Class when children are welcome to bring books or other educational material that might be of interest to the other children.

We do understand that sometimes it helps to bring a "blankie" or favorite stuffed animal to school for extra comfort. If this is necessary, it will stay in their cubby until nap-time and be put away right after to avoid disruption in the classroom.

### **Discipline**

Typically, there are no significant discipline issues to deal with, as one of our goals is to help the children develop self-discipline. However, for those occasional instances where a child has not yet developed that self-discipline or simply cannot control his/her behavior, the following is put into order:

- the teacher gently reminds the child (several times) of the proper behavior
- the teacher tries to divert the child's attention to another activity
- the child spends time in a well supervised isolated chair in the classroom to "get steady" (usually 2-3 minutes)
- the child becomes the teacher's shadow following her as she works with the other children (usually about 5-10 minutes)
- the teacher calls a parent and explains that the child cannot remain at the school that day and may return when he/she is ready to follow the rules.

### **Emergency Drills**

Fire drills are conducted every month. Severe weather drills are conducted every three months during the school year. Parents will be notified in the case of a real emergency.

### **Electives**

In addition to the Montessori curriculum we offer various electives to enhance the child's learning experience. We offer three core electives. They are music, art, and Spanish. Each is experienced on a weekly basis. Additionally, we may offer seasonal electives such as gardening and horticultural.

### **Cancellation of Classes**

In case of inclement weather, listen to local radio or television stations. HRMS follows the Grapevine/Colleyville Independent School District policy. If the district does not hold classes due to the weather, HRMS will not hold classes.

Should a weather or emergency develop during a school day, the school may decide to close early and will begin contacting parents (or authorized persons) to come for the children early. The safety of the children is first and foremost!

### **Holidays**

Holidays observed during the school year are noted on the Yearly Academic Calendar and in the newsletters. **(Please note that there are no tuition adjustments or make-up days for holidays.)**

### **Transportation**

The school does not provide transportation for any child. Should transportation needs arise, please consult the Student Roster and try to arrange a carpool with another student. There are several child transportation services in the area.

### **Moonlighting**

Should a parent of HRMS offer one of the employees an opportunity to care for the parent's child or children outside of the facility, the parent will first need to sign a waiver releasing the school from any responsibility while the children are in the employee's care outside of school hours.

### **Water Activities**

During summer activities outdoor play-time may be scheduled which allows children to play in sprinklers. Notification about items to be provided by parent for this activity will be issued at the beginning of the summer session.

### **School Pictures**

Professional school pictures will be taken once during the school year. Parents are not obligated to purchase any pictures - it is purely optional.

The teachers photograph the students occasionally, catching them hard at work and play. We mount the pictures on boards and display them in the classroom. No photos of children are shared outside the classroom and halls or directly to parents/guardians through Sandbox without written consent of the parent. You may inform the school in writing on the Enrollment Form if you do or do not wish your child to be photographed under any circumstance. (The children do enjoy seeing themselves and their friends in the various school activities.)

### **Communication**

HRMS observes an open-door policy. Parents are welcome to contact the school any time for questions or concerns they may have; the teacher or director will respond at the earliest convenience. If we should need to contact a parent, we will call all numbers listed on the Enrollment Information Form until a parent is reached.

Parents are welcome to come in to observe and participate with their child at any time. We do have volunteer opportunities available throughout the year during different school events. Mothers are also welcome to a comfortable place with a seat within the school building that enables her child to breastfeed.

A parent meeting is held at the beginning of the school year to go over the Parent Handbook and school procedures as well as answer any questions.

Parent/teacher conferences are held twice a year, once during each semester. However, additional conferences may be scheduled on an as-needed basis throughout the year.

All staff at HRMS has taken CPR and First Aid classes and followed all TB requirement testing as well as child abuse/neglect requirements. Parents are welcome to come in and see a copy of our most recent Licensing Inspection Report and review the Minimum Standards anytime. Parents may also come in and review our copy of Emergency Evacuation Procedures.

State law requires that any suspected case of child abuse be reported to the Department of Protective and Regulatory Services. The Child Abuse Hotline is 1.800.252.5400.

The school's local Child Care Licensing office is located at 1501 Circle Dr., Suite 310, Ft. Worth, TX 76048, phone - 817.321.8604.

The Texas Department of Protective and Regulatory Services website is [www.dfps.state.tx.us](http://www.dfps.state.tx.us).

We follow the required Texas Penal Code that our school is within 1,000 feet of a Gang-Free Zone.

Please read, sign and return this page to the school.

I have received, read and understand the information contained in the PARENT HANDBOOK. I understand that I should contact the school at any time with any questions or concerns I may have.

---

Signature of Parent or Guardian

---

Date

Parent of \_\_\_\_\_  
Child's name

**RESOURCE LINKS:**

Web Site: [www.hughesroadmontessori.org](http://www.hughesroadmontessori.org)

Email: [billbrooks@hughesroadmontessori.com](mailto:billbrooks@hughesroadmontessori.com)

Enrollment Form: [www.hughesroadmontessori.com/enrollmentform](http://www.hughesroadmontessori.com/enrollmentform)

Tuition Fee Schedule: [www.hughesroadmontessori.com/tuition](http://www.hughesroadmontessori.com/tuition)

Immunization Schedule: [www.dshs.texas.gov/immunize/school/child-care-requirements.aspx](http://www.dshs.texas.gov/immunize/school/child-care-requirements.aspx)

Hearing and Vision Screening: [www.hughesroadmontessori.com/vision](http://www.hughesroadmontessori.com/vision)

Healthy Lunch Guidelines: [www.hughesroadmontessori.com/lunch](http://www.hughesroadmontessori.com/lunch)

Celebration of Life (Birthday): [www.hughesroadmontessori.com/birthday](http://www.hughesroadmontessori.com/birthday)

Things to bring: [www.hughesroadmontessori.com/bring](http://www.hughesroadmontessori.com/bring)