

## ARIZONA CULTURAL ACADEMY & COLLEGE PREP



“We are ACA. We empower our community with knowledge, spirit and service.

“My Lord, increase me in knowledge”

"وَقُلْ رَبِّ زِدْنِي عِلْمًا"

### **MONTESSORI PARENT HANDBOOK**

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INTRODUCTION

ACADEMIC YEAR & SCHEDULE

HOURS OF OPERATION

ADMISSION AND PROMOTIONS BETWEEN CLASSES

EARLY MONTESSORI REQUIREMENTS

MONTESSORI REQUIREMENTS

ACCEPTANCE TO KINDERGARTEN

PART TIME ENROLLMENT

CHILDREN WITH SPECIAL NEEDS

ENROLLMENT PROCEDURE

CHARGES, FEES, AND PAYMENT REQUIREMENTS

TUITION

SCHOLARSHIPS/ DISCOUNTS

WITHDRAWAL & EXTENDED LEAVE

REFUND POLICY

STUDENT SIGN IN AND SIGN OUT

AFTER SCHOOL PROCEDURES

DISCIPLINE PROCEDURES AND POLICIES

PARENT COMMUNICATION

CONFERENCES

PARENT SUPPORT PROGRAM

FIELD TRIPS

TRANSPORTATION

CURRICULUM

ASSESSMENT

SCREENING

STUDENT HEALTH & SAFETY

ILLNESS

IMMUNIZATIONS

PHYSICAL ACTIVITY

SUN SAFETY

MEDICATION POLICY

EMERGENCIES, ACCIDENTS AND INJURIES

MANDATED REPORTING

HEALTH HABITS

ORAL HEALTH

**TOBACCO****NUTRITION****JUICE****BOTTLES AND SIPPY CUPS****LUNCH FOR STUDENTS****FAMILY STYLE MEALS****DIAPERING AND TOILET TRAINING (EARLY MONTESSORI ONLY)****CLOTHING****FACILITY, SAFETY AND SECURITY****EVACUATION DRILLS****PARENT ACCESS****LIABILITY INSURANCE****INSPECTION REPORTS****PESTICIDE NOTIFICATION****CHILD CARE LICENSURE****EMPOWER PROGRAM****QUALITY FIRST****CONTACT INFORMATION****ATTACHMENTS**

Tuition Schedule .....	A
School Calendar .....	B
Activity Schedules .....	C
Snack Menus .....	D
Health Note .....	E

## **INTRODUCTION**

The Arizona Cultural Academy & College Prep (ACACP) Montessori is a unique blend of a pure Islamic mandate, the Montessori Method of teaching, and modern themes of child development and education. The philosophy of Dr. Maria Montessori, a revolutionary early childhood educator, combined with the strong doctrines of Islam, make this institution very special. We are here to serve the community, and to help children attain their fullest potential, academically, socially, emotionally, physically and spiritually, during the early years of learning and development. This program is designed to meet the developmental needs of 1 - 6 year olds. Children are treated with dignity and respect in all aspects of their physical and emotional well-being. The ACACP Montessori is classified and licensed as a full day care child care provider by the Arizona Department of Health Services.

The emphasis of our Islamic Montessori program is placed on:

1. Rearing the child with Islamic values
2. Total child development
3. Stimulating curiosity and laying a foundation for lifelong learning
4. Developing inner discipline and independence
5. Providing an environment conducive to achieve the above.

To assure quality in our Montessori Program, we have provided the following components to achieve this goal:

- Child Care Licensure by the State of Arizona Department of Health Services (AZDHS)
- Participation in the Empower program through AZDHS
- Participation in the Quality First program through First Things First
- AdvancED accreditation
- Qualified and experienced staff including Montessori Certified Staff.
- Authentic Montessori materials
- Child oriented Arabic, Qur'an, and Islamic Studies program
- A spacious and nurturing indoor environment and a safe, outdoor environment with adequate adult supervision (AZDHS ratios are kept at all times). Teachers are positioned to see as many children as possible and keep children in their sight.

## **ACADEMIC YEAR & SCHEDULE**

Please see attachments B and C for the school calendar for breaks and early release days and individual room daily schedules.

## **HOURS OF OPERATION**

The ACACP Montessori regular hours of operation are Monday through Thursday from 7:50 AM to 3:20pm. Fridays are from 7:50 AM to 2:30 PM. Extended hours may be available only if there is enough enrollment to justify additional staff. ACACP reserves the right to alter school operation hours during the month of Ramadan. Parents will be informed of hours of operation and any schedule changes prior to the start of Ramadan.

## ADMISSION AND PROMOTIONS BETWEEN CLASSES

All Montessori admission or promotions between classes is at the discretion of the Director who takes into consideration teacher and parent feedback. Students are assigned to a classroom upon enrollment based on age, availability, enrollment date, and parent requests are recognized but **not guaranteed**. Children will always have proper supervision and care.

### M6 REQUIREMENTS

- The child must be at least one year old
- The child must be able to walk; we are not licensed for crawling 1 year olds or infants at this time.
- Children turning 3 after December 31<sup>st</sup> will not be moved to the next classroom until the following school year.
- Children in M6 may transition in the middle of the school year if they should have been in M5 based on age, but could not because of late potty training. Students will begin the transition process by visiting the classroom multiple times before finalizing the transition.
- If the teachers and director see a child's needs are not being met in a classroom, developmentally appropriate criteria will be used to consider transitioning a child earlier or later than the above time frame.

### M3, M4 & M5 REQUIREMENTS

- The child must be three years of age by December 31<sup>st</sup> of the current school year to be placed in the 3 year old classroom.
- The child must be four years of age by December 31<sup>st</sup> of the current school year to be placed in the 4 year old classroom.
- Children who are **not toilet trained** at the start of the current school year (or time of enrollment if starting later) will be placed in the Early Montessori. Upon becoming toilet trained children who meet the cutoff date will be moved to the next Montessori classroom.

### KINDERGARTEN REQUIREMENTS

- Children should be 5 years old by December 31<sup>st</sup> of the current school year to be accepted into Kindergarten. Younger children will not be considered for early entry.

### PART TIME ENROLLMENT

Kindergarten students must be enrolled full time.

A limited number of part time spots are available in the other Montessori classrooms. Due to limited space, when the demand of full time program rises, ACACPM reserves the right to request the part-time attendance student to change enrollment status as requested or withdraw their child at the end of the current quarter. Part time spots are half days from 7:50 AM to 12:00 PM, three full days a week, and for M6 only two days a week. Special requests for other part time arrangements are to be approved by the director. **Under no circumstance are children allowed to make up missed time even if your child is absent or there is a holiday.**

## CHILDREN WITH SPECIAL NEEDS

ACACP Montessori does not have staff trained in special education or special services. If the Directress, after observing the child in the classroom believes the child will benefit from being in our Montessori with minimal accommodations and the child meets admission requirements then the child may be admitted. Any IEP services needed are not the responsibility of ACACP or ACACP Montessori; the parents should contact their school district concerning special education services if needed. We encourage families to become advocates and make primary decisions regarding services needed by their children.

## ENROLLMENT PROCEDURE

The Montessori Program is for 1 to 6 year olds.

Applications must be filled out online through Renweb (School Management Program). The link is available from our website <http://www.azacademy.org/montessori/registration.cfm>. At the time of enrollment you will need to bring in a birth certificate and immunization record if not uploaded while completing the application or email it to the Montessori Administrator or bring it to school to be copied.

**Please fill out all forms completely and provide all required documents. If your child's file is incomplete, your child will not be permitted to attend class until we have all necessary paperwork.**

## CHARGES, FEES, AND PAYMENT REQUIREMENTS

### Fees paid upon enrollment

- Tuition Fee for the first Two months (Tuition tables attached)
- Registration fee

## TUITION

### **Please see attached tuition table for current tuition costs and installment due dates**

- There is a late payment fee for all delayed payments. Students may be returned home if tuition is delinquent after 30 days.
- Absentee fees apply, if your child is absent tuition is not discounted or adjusted if your child does not attend.

## SCHOLARSHIPS/ DISCOUNTS

The ACACP Montessori offers a multiple-sibling discount; details are worked out with the school accountant.

Kindergarten students must fill out required scholarship applications Greater AZ and APESF. Additional scholarships for K students may be available from STO organizations (links available here [http://www.azacademy.org/montessori/montessori\\_tuition.cfm](http://www.azacademy.org/montessori/montessori_tuition.cfm)). ACACP does not determine who is awarded scholarships from outside STO organizations.

## WITHDRAWAL & EXTENDED LEAVE

Any Parent withdrawing their child from ACACP Montessori should fill out the withdrawal form with the Montessori Administrator. An exit interview will be made with the principal. All

accounts for tuition must be paid before student's records will be released to another learning institution.

If a student is being temporarily withdrawn from school for two weeks or more, the extended leave form should be filled out with the Montessori Administrator with departure and returning dates.

#### REFUND POLICY

Registration and re-enrollment fees are non-refundable. If a child is withdrawn from the school and has tuition paid ahead, ACACP will prorate tuition and issue a refund less \$100 early withdrawal fee after the proper forms and exit interview are completed.

#### STUDENT SIGN IN AND SIGN OUT

Each Montessori child must be signed in and out by a parent or an adult authorized on the **Emergency, Information and Immunization Record Card**. **As you drop off and pick up your child you must sign the Montessori sign-in/sign-out sheet printing your first initial and last name.** This is state law and is enforced for the safety of your children.

Montessori Parents are asked to park legally and bring their children into the classrooms. A classroom will be open starting at 7:30AM. Extended hours may be available if current enrollment justifies it.

If a student is dropped off in the classroom and not signed in, a staff member authorized on the Parent Consent form will sign the child in. If this question is not answered on the Parent Consent form, parents will be called to return to the school and sign them in. The student will be taken to the office while waiting to be signed in. Additional fees will be charged until he/she is signed into their classroom. If a Montessori student is found wandering the campus and not signed in, ACACP reserves the right to call the Arizona Department of Child Safety. Students that are not signed in are not our responsibility.

Students should be picked up at the Montessori classroom doors between 3:00 and 3:40pm. Montessori Parents are asked to park legally and pick up their children from the classrooms.

#### AFTER SCHOOL PROCEDURES

ACACP may offer after school programs, child care, and /or clubs for students that are not picked up by the end of the day if enrollment justifies. Students not picked up by 20 minutes after the end of the day will be taken to the designated after-school program, or club. Child care staff and /or club staff will be allowed to sign your child in and out when your child comes from or goes with them to a program, or club. **Parents will be charged the current rates/fees for any program or club and/or late pick up in addition to regular tuition.**

Once a child is taken to the program or club he/she is no longer the responsibility of ACACP Montessori. If your child is not picked up within 80 minutes of official dismissal time, ACACP reserves the right to call the Arizona Department of Child Safety. By signing the Handbook Agreement, you are agreeing with this policy and agree to hold harmless ACA and any of its employees in the event any incident, accident, or injury occurs when your child is not in our care.

## **DISCIPLINE PROCEDURES AND POLICIES**

Students will be recognized and encouraged when they make accomplishments or exhibit positive behaviors. Discipline shall be of a positive nature, and have as the goal the safety, the education, the self-discipline, and the character development of the child, and the collective benefit of the classroom and the school. Negative verbal interaction and/ or threats are not used.

Basic rules include but are not limited to: talk softly, walk quietly in the classroom, do not disturb another's work, touch only your own work, replace all materials as you found them, rough play or aggressive acts are not allowed at school (including but not limited to: pushing, hitting, biting, kicking, throwing things), be polite (including but not limited to: listen to the speaker, wait your turn to talk, inappropriate language is not allowed at school), and care for your friends in school.

When a child first breaks the rules, it is assumed that he did not know the proper way to behave. The teacher will explain and demonstrate how to behave and what to say in a particular situation. When a child injures or destroys, he is immediately but gently removed to a place apart from the group, but within the same room when possible (children over 2). This enables the child to observe other children's positive behavior. The child may have to sit in the "thinking chair" for a short time to think about his behavior. He may join the group for activities when he feels ready. Younger children will be redirected to other activities. **When a child bites or hurts another child intentionally, we reserve the right to notify parents immediately asking them to pick up the child.**

When a child repeatedly has problem behavior, the parents are called in for a conference. Consistent methods of discipline are discussed. Parents are encouraged to always avoid spanking or abusive methods of discipline. When no apparent progress is made with unacceptable behavior, professional counseling with a psychologist is recommended. If all efforts fail to help the child and he is a negative influence on the classroom, parents are asked to remove the child from school. Alternative placements may be suggested.

## **PARENT COMMUNICATION**

- Check your child's binder/folder and please read any letters/ communication we send.
- Please check your email and Parent's Web for important information
- Do not send birthday party invitations (or birthday cakes or sweets) with your child to distribute at school and do not ask the teachers to hand them out.
- Ask for an appointment if you would like to observe your child during class time.
- Call the school if your child will be absent or if you will be late picking up your child (Fees still apply).
- When arriving late or picking up early, sign your child in or out and leave quietly, please don't disturb the class.
- Please do not allow your child to bring balloons or toys to school, even for Show-and-Tell.
- Communicate via brief discussion at drop-off or pick-up times for daily caregiving, transition, and/or food issues from the day. If more extensive discussions are required, schedule an appointment.



- Offer *constructive* critique in the spirit of Islamic *Nasiha* (advice).

## CONFERENCES

The relationship between families and teachers is very important to ensure your child is receiving the best care. Conferences are vital to discuss your child's development, share and hear concerns, review developmental checklists, curriculum, health and safety, set goals/ action items, etc. Teachers will schedule a minimum of two semi-annual conferences per year; once in the fall and once in the spring. Conferences may be scheduled throughout the school year as often as necessary at the request of teachers or parents. Parents are also always welcome to contact the Montessori Administrator with any concerns in addition to meeting with the teacher.

## PARENT SUPPORT PROGRAM

Parent Support Program (PSP) requires each ACACP family to provide five support hours to the school. If you opt out or are unable to fulfil your five hours, you will be charged at the end of the year. Parents select their own activities that suit their schedule, some examples may include but are not limited to: campus events, field trips (only if you're taking care of other students), committee participation, marketing or fundraising. Parents may suggest the kind of support that they can provide.

**If you chose to volunteer in the classroom, the Arizona Department of Health regulations require all volunteers who are working with children to have a background check and be fingerprinted and must meet all health requirements including a TB test, and other paperwork.** Serving as a volunteer may help you with earning credits towards Childcare Certification. Volunteers receive no pay or compensation for their services and are not covered by worker's compensation. Volunteers are required to sign in and out in the main office and are expected to read the staff and parent handbooks and be familiar with ACACP policies. If you would like to assist us and share your talents with the staff please contact the ACACP Montessori Director.

After volunteering make sure your support hours are recorded by the Montessori Administrator so you receive credit. You can view the hours your family has completed and documented on RenWeb under "Service Hours." Contact PSP Chair at [hr-pr-consultant@azacademy.org](mailto:hr-pr-consultant@azacademy.org) for any questions, comments, or concerns regarding this program.

## FIELD TRIPS

Field trips are scheduled several times during the school year. Field trips for Montessori students must be age appropriate and authorized by the Montessori Director and the ACACP Principal. Each Montessori student attending an authorized field trip must hand in a completely filled out, signed ACACP field trip permission slip and any money needed for the field trip. The Montessori staff accompanies the students on the field trip, so if a student is not going on the field trip they must stay home. Volunteers are expected to be responsible for their own child, and at the request of the teachers, other Montessori children as well. Parent volunteers must follow Montessori procedures according to the wishes of the Montessori staff.

Children are transported by chartered buses, driven by bus company employees. Departure and return times will be provided to parents in advance. Students who demonstrate a level of misbehavior that endangers themselves or others while on a field trip will not be allowed to attend any subsequent field trips. Early Montessori children do not have scheduled Field Trips. Volunteer hours for the mandatory parent support program may be earned while you are assisting with other students.

## **TRANSPORTATION**

Currently ACACP does not provide transportation for students. Transportation to and from the school must be provided or arranged by the parents. We regret the inconvenience this may cause to our parents.

## **CURRICULUM**

- The ACACP Montessori is established to provide the best academic curriculum based on the method and philosophy of Dr. Maria Montessori in Early Childhood Development and Education incorporating the Common Core Standards and AZ Early Learning Standards, and AZ Infant and Toddler Standards.
- The ACACP implements its own Mandatory Arabic, Qur'an and Islamic Studies Curriculum to enrich the child's Islamic personality at an early age.
- Character development includes developing a positive self-identity and learning to respect others, empathy, fostering cooperative learning and problem-solving.
- The ACACP Montessori uses an adapted Spalding method of reading instruction.
- The program also includes occasional P.E. Classes except for Early Montessori students.
- Montessori curriculum is designed for multiple ages. We will introduce lessons to each child according to their level.
- Early Montessori curriculum is established to provide the best curriculum in Early Childhood Development and Education, while implementing some Montessori Principles.
- Any further questions about curriculum can be addressed [montessori.admin@azacademy.org](mailto:montessori.admin@azacademy.org)

## **ASSESSMENT**

Formal and informal assessments will be used in the program to ensure program effectiveness and individual student's learning. Assessments will be used to focus individualized learning, guide teachers in lesson planning, and address possible areas of concern with students. To ensure confidentiality of records, only necessary staff members (child's teacher and administrators) will have access to assessment files. Students do not receive grades in Montessori. We utilize Teaching Strategies Gold to assist in assessing student progress and growth data.

## **SCREENING**

Ages and Stages Questionnaire (ASQ-3 and ASQ: SE-2) to look for strengths and possible areas of concern for our students. It will be administered center-wide three times a year. Parents are requested to fill out the ASQ within 15 days of their child's start date. Teachers

will complete the ASQ for each student in September and March. New students who enroll outside the screening months will be screened after 15 but within 45 days after enrollment if they miss assessment periods. Teachers will share the ASQ results with parents during parent/teacher conferences. Parents can receive a copy of ASQ at this conference. If there are any concerns teachers will provide resources for further screening and possible referrals.

## STUDENT HEALTH & SAFETY

Student health and safety is our number one priority. We are mandated by the Arizona Department of Health Services to keep records of immunizations, emergency phone numbers, and other pertinent health records for each student. The Emergency Information Card, provides us with information regarding persons who can be reached in case of emergency if you are not available.

## ILLNESS

If a student becomes ill during school hours, the parents will be notified to pick up the child as soon as possible. If a child is sent home with a fever, the child is to **remain home for 24 hours fever-free without medication (must be more than 30 hours since last dose of fever reducing medication)**. **PLEASE help us reduce the rate of illnesses at our school by cooperating fully in keeping a sick child home.** Please plan ahead for an alternative childcare in the event of illness. If your child misses numerous days of school due to illness, upon returning you must provide us with a doctor's note permitting the child to be back in school.

## IMMUNIZATIONS

ACACP must abide by county and state law concerning immunizations against certain communicable diseases. Your child's immunizations must be up to date. The parents of ACA students must arrange for any necessary immunizations. This must be completed within 15 days after the child is admitted to the ACACP or your child will not be allowed to attend until we have complete shot records or an exemption on file. Please see the immunization schedule to make sure your child's immunizations are up to date.

## PHYSICAL ACTIVITY

We encourage all children to participate in physical activity. We provide opportunities that are appropriate for their age, that are fun, and that offer variety. If children are inactive for long periods of time they can be at risk for problems associated with being overweight. In keeping with this philosophy, our facility will follow the guidelines below:

- All children over the age of one are provided at least 60 minutes of physical activity every day, including both teacher-led and free-play activities in accordance with the Empower guidelines.
- Staff will encourage moderate and vigorous levels of physical activity.
- Every child will have the opportunity to participate in outdoor physical activity.
- We encourage children to be active throughout the day exploring their environment by limiting sedentary activities to fewer than 60 minutes at a time (except during nap time).

- Screen time is not permitted for children under the age of two and limited to fewer than three hours per week for children ages two and older.
- No screen time during meal or snack time.
- Physical activity is never used or withheld as punishment.
- Information on screen time will be made available to families at least once per year.

#### SUN SAFETY

- We will avoid playing in direct sunlight
- To protect the children's skin:
  - Please apply sunscreen to your child before sending them to school
  - Use sunscreen, lip balm, hats, sunglasses, light clothing and shade.
  - We will limit exposure during peak UV times, from 10 am to 4 pm.
  - We will regularly check the UV Index to monitor the intensity of the sun's rays and plan for outdoor activities accordingly.

#### MEDICATION POLICY

It is against regulations for us to stock medications. Parents wishing to have medication administered to their child at school must bring in the medication with the child's full name printed on the original bottle and must sign an authorization form for that specific medication. No medicine that has been transferred from the original container will be administered. No medicine will be administered if the dosage instructions are not consistent with the instructions on the label unless we have written authorization from a health provider. All medication must be properly labeled with: child's full name; type of medication; prescription number, if any; reason for the medication; date of authorization; date prescription filled and/or expiration date; and legible instructions for administration. The instructions must specify: dosage and route of administration; starting and ending dates of dosage period, if indicated; and times and frequency of administration. Designated staff members will administer all medications. **All medication is to be personally delivered by a parent to a staff member with a completed medication authorization form and NOT to be brought by a child in a lunch bag. This includes vitamins, and cough drops etc.** As much as possible, the parent should administer medication at home (before or after school).

#### EMERGENCIES, ACCIDENTS AND INJURIES

Every Montessori classroom has a first aid and CPR trained staff member. All actions necessary to insure the health and safety of a child will be taken in the event of a medical emergency or serious injury. In case of emergency, 911 will be called and the child will be transported to the nearest healthcare facility. Parents will be notified immediately following all serious injuries and in most cases, will make the decision regarding the need for medical intervention. Regardless of severity of injury, an incident report will be filled out and given to a parent when they pick up the child the same day of the incident. First aid will be administered to any child needing care.

## MANDATED REPORTING

Arizona State Law requires that that child care facilities report immediately to the Arizona Department of Child Safety or the police department, any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

## HEALTH HABITS

We are committed to protecting the health and safety of our students. In keeping with good health habits we teach the children to wash their hands with soap every time they enter the classroom, after coughing or sneezing, coming in from the playground or outside, after touching something unclean, and after using the toilet and before and after eating. This should be enforced at home until it becomes a lifelong habit. Teach your child to blow his/her nose, discard the used tissues, and cover his/her mouth when coughing or sneezing.

## ORAL HEALTH

Tooth decay is an infectious disease and a serious problem among young children in Arizona. Our facility recognizes that we play an important role in preventing tooth decay and in educating children, their families and staff on tooth decay prevention. In keeping with this philosophy, our facility will:

- Provide oral health education once a month
- Guide our staff members on steps they can take to prevent tooth decay according to the age appropriate guidelines in the Empower Guidebook.

## TOBACCO

We are committed to supporting the efforts of the Arizona Smokers' Helpline (ASHLine) to help staff and parents quit tobacco. In keeping with this philosophy and to protect the health of our children, their families and our staff, our facility will promote the ASHLine information on the dangers of second and third-hand smoke by placing them in a visible spot at least once per year so parents and staff can see them. We will also refer parents, when possible, to ASHLine 1-800-55-66-222 or [www.ashline.org](http://www.ashline.org). We are a tobacco free campus, so please do not have tobacco products within 200 feet of the school. If you would like to file a complaint or report violations call 1-877-AZ STOPS (1-877-297-8677) or visit: [www.smokefreearizona.org/submit-complaint.asp](http://www.smokefreearizona.org/submit-complaint.asp)We

## NUTRITION

The ACACP offers nutritious breakfast and afternoon snack daily as required by the Arizona Department of Health Services. See attachment for our current menu, more specific snack menus will be posted weekly. **Please inform your child's teacher of any allergies.**

## JUICE

The American Academy of Pediatrics recommends that preschool children drink no more than four to six ounces of 100% fruit juice each day. If consumed in excess, children will fill up on juice and may eat less of nutritious foods during meals and snacks. Too much juice may also provide more calories than needed and expose children's teeth to too much sugar. Fruits and vegetables provide more fiber and less sugar than 100% fruit juice.

- Fruit juice shall not be served more than two times per week.

- Only 100% fruit juice with no added sugar shall be served.
- Only 4-6 ounces shall be served at one time.
- Fruit juice shall only be served with meals and snacks and not continuously throughout the day.
- Water shall be used as the first choice for thirst.
- Water shall be offered throughout the day.

### BOTTLES AND SIPPY CUPS

Bottle fed children must bring the number of prepared bottles that they require each day. They will be refrigerated and heated with warm water (bottles will not be heated in the microwave). They **must be labeled with the child's first and last name and the date.**

Sippy cups are useful when necessary. Children will be weaned off of bottles and sippy cups as soon as they are able to drink from a regular cup. Sippy cups are not recommended past Early Montessori.

### LUNCH FOR STUDENTS

Parents are responsible for making sure a nutritious lunch for your child is brought or arranged for daily. The ACACP Montessori offers a menu of ready cooked meals that are heated in the ACACP cafeteria and are available for individual purchase if desired. Lunches must be pre-ordered through Renweb and account payments must remain current. Menu is available through Renweb as well as posted in the classroom. If not purchasing lunch from school, the student needs to bring his/her own lunch from home with the name marked, which will be refrigerated. If you make your child's lunch:

- Please send nutritious lunches.
- **Please do not send frozen or uncooked foods with your child for lunch, only foods that require minimal heating.** If frozen or uncooked foods are sent with your child for lunch they will be returned home and your child will be given whatever is on-hand from snack at lunch time.
- Students are not allowed to consume soda pop, sweets, or candies in the classrooms. If a parent provides sweets that they want to share we will send it home with your child and it is your responsibility to check for allergies and to decide if you want your child to eat it or not.
- To ensure the safety of all children at ACACP, **due to common nut allergies, we ask parents not to send any nuts or products that may contain nuts with your child to ensure the safety of all children.**

ACACP participates in the school lunch program. Eligibility is determined by federal standards based on family income within established geographic boundaries. Our facility will check and document eligibility. Students who are eligible will receive lunch that follows meal pattern requirements.

CACFP supports child care facilities by making child care more affordable for many low-income families while promoting good eating habits. Eligibility for CACFP is determined by federal standards based on family income within established geographic boundaries. Our facility will check and document eligibility for CACFP. At this time, the ACACP, does not participate in the CACFP. If you would like additional information regarding eligible family enrollment, please contact CACFP at 1-800-352-4558.

### FAMILY STYLE MEALS

We recognize that family-style meal service has many benefits in child care settings, like allowing teachers, caregivers and children to eat together and creating a relaxed environment. Also, this method is ideal to provide a conversational environment where children not only develop good social skills, but can also learn good eating habits. We subscribe to the recommendations below at mealtime for children one year of age and older:

- We will serve meals family-style whenever possible to support children in learning to serve themselves and develop healthy relationships with food. Our role as caregivers is to provide nourishing food. The child's role is to decide whether and how much to eat.
- We will never force a child to eat.
- We will model behaviors for healthy eating and positive body image in the presence of children by having staff members recognize the important role adults play as role models for children as they learn to live healthy lives.

### DIAPERING AND TOILET TRAINING (M6 ONLY)

All rules, regulations and procedures from the Arizona Department of Health Services are followed to ensure sanitary healthy conditions for all children. A diaper changing log will be maintained for every child recording diaper changes and accidents and uses of the toilet (while toilet training). These are available to parents upon request. All children in M6 must have a toilet training plan signed on file. A supply of diapers, wipes, and personal products if needed (such as diaper rash cream) that are labeled with your child's first and last name must be at the school at all times.

The ACACP Early Montessori will **assist you** in toilet training your child with the understanding that it will be successful **ONLY** if we work together. If parents are not training at home. Parents are asked to initiate training at home after meeting with us and updating the toilet training plan.

Please do not send children in underwear when they are not ready (they are still having multiple accidents per week), it is unsanitary for all children. Soiled items are not washed (in accordance with AZ DHS regulations); they will be placed in plastic bags for you to take home at the end of the day. Children should wear clothing that they can manage themselves (as much as possible). For toilet training, parents must supply pull ups, heavy ply cotton underpants and plastic covers (when ready to move out of pull ups), and additional changes in clothes. Pull ups will be used during nap time even if children have moved out of them while they are awake until the caregiver sees the child no longer needs them. We have child sized

toilets. Potty chairs are not permitted as per DHS regulations the child must use the toilet with running water/ sewer system.

### **CLOTHING**

- Make sure your child is dressed appropriately in clothing he/she can manage by him/herself: please have your child **wear slip-on or Velcro shoes** unless they know how to tie by themselves, **no flip-flops**. If your child comes to school in flip-flops he/she will be sent home, they are unsafe in the school environment. No skirts or dresses without pants on PE days.
- **No nail polish or makeup.**
- K students must be in uniform (light blue polo shirt {may be purchased anywhere} with logo {available for purchase in the office}, and black pants.)
- Make sure your child has an extra set of clothes at school including socks (2 sets for early Montessori)

### **FACILITY, SAFETY AND SECURITY**

The ACACP is a closed campus school. The combined Montessori classroom capacity is 56 students for 1 year olds to Pre-K, in addition to the Kindergarten capacity. The rooms are specially designed to meet the requirements suggested by Dr. Montessori as well as the Arizona Department of Health Services. Most of the furniture, indoor bathrooms and sinks are designed to facilitate young children using them independently. The exclusive, secure and modern playground facilities are fenced with block and wrought iron fences. They are accessed through the classrooms and are secure. Teachers check daily to ensure the playground areas are safe from any dangers or hazards.

### **EVACUATION DRILLS**

Drills will be conducted at least once monthly and posted in the classroom.

### **PARENT ACCESS**

Parents have access to the areas on facility premises where their enrolled child is receiving child care services.

### **LIABILITY INSURANCE**

Arizona Cultural Academy & College Prep carries current liability insurance, which covers activities conducted by the Montessori Program.

### **INSPECTION REPORTS**

Current inspection reports conducted by ADHS, as well as gas, fire, and sanitation reports, are kept on file in the ACACP office and are available for viewing during regular hours upon request.

### **PESTICIDE NOTIFICATION**

72 hours prior to pesticide application, notices will be posted on the posting board of each classroom that is to be sprayed. Pesticide information is available upon request.



## **CHILD CARE LICENSURE**

The ACACP Montessori Pre-K Program and Early Montessori and the facilities are designed to meet all Childcare Requirements set by the Arizona Department of Health Services. The ACACP Montessori Pre-K program is regulated and licensed by:

Arizona Department of Health Services  
Office of Child Care Licensing  
150 N. 18<sup>th</sup> Avenue, Suite 400, Phoenix, AZ 85007  
Phone: 602-364-2539

Our goal is to maintain our State Daycare License (CDC- 9228) in good standing at all times. The State Licensure insures a safe and healthy environment for your child, through rigorous certification of the staff, facility, and policies. The State requires the Montessori Director to be CPR and First Aid certified, and all caregivers to be fingerprinted and have clear civil records.

The Kindergarten Rooms follow the Montessori philosophy and the procedures in this handbook; we also follow NCA accreditation requirements, as Kindergarten classrooms are not governed by the Arizona Department of Health Services.

## **EMPOWER PROGRAM**

Empower topic areas including: physical activity, nutrition, oral health and tobacco. Our facility will make sure that our staff receives or attends three hours of training annually on age-appropriate topics pertaining to physical activity, nutrition, oral health and tobacco education. All training shall be documented and records will be readily available.

## **QUALITY FIRST**

Quality First is a signature program of First Things First that partners with childcare and preschool providers to improve the quality of early learning across Arizona. Quality First works with us to make quality improvements that research has proven to help children thrive. We're always looking for ways to improve and hope this will be an amazing opportunity for ACACP Montessori and our amazing students. Through Quality First we will build on the strengths of our early learning program and seek out improvements we can make to do even better.

## **CONTACT INFORMATION**

**Web Site** [www.azacademy.org](http://www.azacademy.org), teacher and Director Emails are available online  
Besides receiving information about the progress of ACACP, please use our website to print or download manuals, application forms, and other related forms.  
Telephone: 602-454-1222  
Fax: 602-453-3222  
E-mail: [montessori.admin@azacademy.org](mailto:montessori.admin@azacademy.org)  
Regular mail: 7810 S. 42nd Place, Phoenix AZ 85042