

## WELCOME

San Antonio Country Day Montessori School was founded in 1983 and serves children ages 2 years through 6<sup>th</sup> grade.

Dr. Maria Montessori created an educational method to help children develop at their individual rate, guided by their intrinsic needs and interests. This method, complete with hands-on materials designed for students to discover concepts, offers a multitude of unique opportunities to students in the academic areas of reading, math, science, history, geography, practical life, sensorial, and the fine arts.

The curriculum provides opportunities to grow in an environment in which the child is asked to assume ownership of his/her educational career. Collaboration between student, school, and parents help ensure the child's progress.

Our school provides a peaceful educational environment that strives to help children learn to:

- **make good choices,**
- **apply skills to solve problems,**
- **develop a good work ethic,**
- **communicate effectively,**
- **assume responsibility,**
- **and practice skills in leadership.**

In doing so, our students develop character, confidence, and competency.

Our classroom communities offer children a climate of warmth, acceptance, support, and individual assistance in which to develop and refine skills.

San Antonio Country Day Montessori School is located in northeast San Antonio two miles inside Loop 1604 taking the Bulverde Road exit. Our country setting includes eight classrooms, gardens for each, a large expansive developmentally appropriate playground, and a working barnyard complete with animals. The school employs experienced and caring Montessori certified and trained teachers to work with the students.

## MISSION STATEMENT

San Antonio Country Day Montessori School was founded to provide a rich and challenging Montessori environment for children; inspiring creativity, thought, expression, imagination, and scholarship.

The school offers a safe and caring community in which children can be successful and one that works in harmony with the development and nature of each child. We encourage and promote the development of confidence, independence, inner discipline, social, academic, and personal excellence. Specifically, we help each student develop written, oral, and spontaneous communication skills. The ultimate goal for each is to become an academically mature, responsible, thinking, contributing member of society.

## CORE BELIEFS

***We believe*** in the attributes of honesty, integrity, trust, respect, and community.

***We believe*** that students should take ownership of their education with the school, parent, and student sharing equally in the endeavor.

***We also believe*** that when the parent and school are a good fit and in agreement with each other, the potential within each student can be realized.

## ADMISSIONS

### ADMISSION PROCESS for New Student

1. New parent and child tour San Antonio Country Day Montessori School.
2. New parent receives enrollment application.
3. Completed Enrollment Application is returned with non-refundable **\$50 application fee**.
4. Child is scheduled to be observed in a classroom.
5. Parent is notified of acceptance.
6. Registration fee and Enrollment Contract are executed to complete enrollment process.

Students will be accepted if the following criteria are met:

1. The school is confident the student's needs can be met.
2. Evidence is present that the school and family are a suitable fit.
3. The school, the parents, and the student commit to share equally in the educational process.

### ADMISSION PROCESS FOR RETURNING STUDENT

1. Parent receives invitation for student return and reenrollment contract is extended.
2. Parent executes the new school year's contract, with application form, registration fees, and returns it to the Admissions Office. Acceptance is determined by spaces remaining in classroom.
3. Parent is notified in writing that student has been accepted or is on a waiting list.

**The Head of School reserves the right to make final decision concerning enrollment.**

### ENROLLMENT

San Antonio Country Day Montessori School accepts applications for children age **2 years-6th grade** regardless of race, color, creed, religion, or national origin. Formal registration for the following Fall/Spring terms begins in February, with registration ongoing, until class sizes are realized.

Before admission, **an enrollment contract complete with registration fee, Physician's Statement, current shot record, and automatic tuition payment authorization must be on file in the office.** It is the parents' responsibility to update any changes to the enrollment record as soon as the change presents itself, i.e. home phone number, address, business phone number, allergies, authorized persons for pick up, or any other pertinent information necessary for maintaining the safety of your child.

**Please Note: Application and Registration fees are non-negotiable and non-refundable. The Head of School reserves the right to terminate enrollment of a student for any reason and at the Head of School's sole discretion.**

### ATTENDANCE

To take advantage of all the opportunities offered by a Montessori education, San Antonio Country Day Montessori School encourages perfect attendance. For Kindergarten and Elementary students, school begins at 8:00 a.m. and doors will open at 7:50 a.m., for morning arrival. Students will be counted tardy after 8:10 a.m. Children arriving late to class with a doctor or dentist's excuse will not be counted tardy. Seventeen (**17**) absences will render a student unable to advance to the next grade. For every three (**3**) tardies, your student will be considered absent one (**1**) day.

### Tuition Schedule 2017 – 2018

#### Pre-Primary Registration Fee: \$300

Pre-Primary 2 – 3-1/2 years	M- F	M, W, F	T/Th
Annual	\$8,600	\$7,000	\$6,000
Semi-Annual	\$4,300	\$3,500	\$3,000
10 Month Aug-May	\$870	\$710	\$610
12 Month Jun - May	\$723	\$592	\$508

Pre-Primary <b>SECOND CHILD</b>	M-F	M, W, F	T/Th
Annual	\$7,900	\$6,300	\$5,200
Semi-Annual	\$3,950	\$3,150	\$2,600
10 Month Aug-May	\$810	\$650	\$540
12 Month Jun-May	\$675	\$542	\$450

#### Primary Registration Fee: \$300

Primary 3-1/2 – 5 years	M-F	M, W, F	T/Th
Annual	\$8,700	\$7,600	\$7,400
Semi-Annual	\$4,350	\$3,800	\$3,700
10 Month Aug-May	\$880	\$770	\$750
12 Month Jun-May	\$734	\$645	\$625

Primary <b>SECOND CHILD</b>	M-F	M, W, F	T/Th
Annual	\$8,000	\$7,000	\$5,900
Semi-Annual	\$4,000	\$3,500	\$2,950
10 Month Aug-May	\$820	\$720	\$610
12 Month Jun-May	\$684	\$600	\$509

#### Kindergarten Registration Fee: \$425

Kindergarten	Kindergarten <b>SECOND CHILD</b>
Annual	Annual
Semi-Annual	Semi-Annual
10 Month Aug-May	10Month A-M
12 Month Jun-May	12 Month J-M

#### Lower Elementary Registration Fee: \$550

Lower Elementary 1 <sup>st</sup> – 3 <sup>rd</sup> Grade	Lower El <b>SECOND CHILD</b>
Annual	Annual
Semi-Annual	Semi-Annual
10 Month Aug-May	10Month A-M
12 Month Jun-May	12 Month J-M

#### Upper Elementary Registration Fee: \$550

Upper Elementary 4 <sup>th</sup> – 6 <sup>th</sup> Grade	Upper El <b>SECOND CHILD</b>
Annual	Annual
Semi-Annual	Semi-Annual
10 Month Aug-May	10Month A-M
12 Month Jun-May	12 Month J-M

## Early Birds and After School Enrichment Pricing

Please ask for SECOND CHILD rates.

Early Birds:	Daily Rate	M-F	M, W, F	T/Th
7:30 – 8:00	\$5	\$95	\$55	\$35
7:30 -9:30	\$15	\$200	\$180	\$120
8:00 – 9:30	\$10	\$160	\$93	\$69
8:30 – 9:30	\$7	\$110	\$69	\$49

After School Enrichment:	Daily Rate	M-F	M, W, F	T/Th
2:30 – 4:00	\$12	\$180	\$104	\$77
2:30 – 5:30	\$15	\$225	\$154	\$110

## HOURS OF OPERATION

Early Birds	M-F	7:30 – 9:30
Kindergarten	M-F	8:00 – 2:30
Elementary Classes	M-F	8:00 – 2:30
2 – 5 years	M-F	9:30 – 2:30
2 – 5 years	M/W/F	9:30 – 2:30
2 – 5 years	T/Th	9:30 – 2:30

## ARRIVAL AND DEPARTURE

School begins at 8:00 a.m. for Kindergarten and Elementary classes, and at 9:30 a.m. for the Pre-Primary and Primary classes. Parents will drop off their student at the respective building. There will be an assistant or volunteer at the door to receive children at 7:30 a.m. and 9:25 a.m. ***No child may be left without the assistant or volunteer receiving the child.***

The following specific guidelines should be observed:

- Have student seated on right hand side of the car with bag, backpack, and/or lunchbox readily accessible.
- Messages for teachers should be delivered in written form, as time does not permit conversation during morning drop off.

School ends at 2:30 p.m. Parents running late will find their student in the After School Program and respective charges will incur. **Parents who call the school's office to alert Administration or Teachers of their status will not be exempt from charges for the After School Program.**

## EARLY BIRDS 7:30 a.m. – 9:30 a.m. FOR ALL STUDENTS

Activities include building and construction activities, games of strategy, and cooperative play. If your Pre-Primary or Primary student finds school a difficult adjustment, consider this program for a smooth transition into the Montessori classroom at 9:30 a.m.

## AFTER SCHOOL ENRICHMENT 2:30 p.m. – 5:30 p.m. FOR ALL STUDENTS

After a full day of challenging work, the After School Program provides additional time on our great playground. Older students have time to complete homework assignments. Younger and older children find practical life, strategy games, and building activities challenging, yet relaxing. Older students may access the computer to aid in their homework lessons. An after school snack will be provided

## **RELEASE OF STUDENTS**

Parents must accompany children as they exit the building and when going to and from the parking lot. **For safety reasons, children shall not be allowed to play on the playground or other grounds before or after school.**

Parents and authorized persons are asked to go to the classroom to pick up their student at dismissal time. Absolutely no one other than the parents will be allowed to pick up a child from school unless:

1. The name of an alternate person and supporting information is listed on the child's enrollment form; or
2. A written permission slip is in the Admission's office and teacher's possession prior to the dismissal of the child. It **must** contain the following:
  - a) the date the note was written and effective dismissal date;
  - b) a copy of person's drivers license;
  - c) the full name, address, and phone number of the person picking up your child;
  - d) a brief description of the alternate person; and
  - e) the relationship to your child.
3. Persons other than parents picking up students will be required to show proof of identification.

## **DRESS CODE**

Although San Antonio Country Day Montessori School does not require uniforms, students are asked to wear appropriate school attire. It is an established fact that students who dress for success, arrive at school with a better attitude and readiness to learn. We appreciate you helping your student "dress" to learn.

Students will go outside daily, so children should bring appropriate outer clothing to ensure physical comfort and safety. On a cold, clear day, children will go outside to play. Should the wind chill fall a bit below freezing, the children will stay inside.

Hats shall not be worn inside the school buildings.

## **SNACK, MEALS and FOOD SERVICE**

San Antonio Country Day Montessori School will provide a mid-morning snack to students. It is the parents' responsibility to meet the daily nutritional needs of the student. San Antonio Country Day Montessori School will adhere to state guidelines for nutritional snacks. Children with specific dietary restrictions may provide their own snacks.

Parents must provide lunch daily for students. Occasionally, "pizza," or other specific food is offered as a lunch option, to support fund raising efforts. Advanced notice is given and participation is at the parent's discretion.

## **DISORDERLY CONDUCT**

Students are taught appropriate behavior from the first day of school. As teachers model appropriate conduct and approach the students with great respect, the students soon conduct themselves in like manner.

Those students who display continued disorderly conduct will be counseled as to cause of behavior and given alternative tools to address the problem. However, students who continue to behave inappropriately will be sent home at the discretion of the Head of School. SACDMS does not employ corporal punishment at any time.

## **SCHOLARSHIPS**

San Antonio Country Day Montessori School awards scholarships regardless of race, color, creed, religion, national origin, or special need. Financial assistance is awarded to enrolled students in midsummer for the following school year.

Scholarship applicants are required to submit application, most recent tax return, evidence of most recent pay statement, as well as three written recommendations. In addition, parent narrative as to how the student would benefit from a Montessori education, and specifically at San Antonio Country Day Montessori School, must accompany application.

Please visit: [www.countrydayschool.net](http://www.countrydayschool.net) for further scholarship and loan opportunities from state, civil, or military agencies.

## **SUPPLIES**

Students will be provided a list of age appropriate supplies needed at the beginning of the school year. Some items may need to be replenished from time to time during the year; teachers will inform parents when the need arises. Supply lists will be given or emailed to the parents during the summer or upon enrollment, whichever is applicable.

## **CAMPUS VISITS**

Parents are always welcome at San Antonio Country Day Montessori School. Please check in with the main office when you arrive on campus. There you will receive a visitors badge and a staff member will accompany you to your child's classroom. Parents may meet with the Head of School most anytime. You may request a conference by contacting the Main Office at 210-496-6033.

## **COMMUNICATION**

An informed parent is an asset to the growing and developing child. It is the *school's responsibility* to post information as to the classroom activities or any school wide event or activities that may be scheduled.

### **Country Day Montessori School APP**

The school has an app that provides the parent with emergency alerts, brief communications, and easy access to Facebook, Montessori Compass, Calendars, and other important information. Download our APP from the Apple APP store, or Google Play. (Search for: Country Day Montessori School)

## **PARENTS**

It is the *parent's responsibility* to read the monthly Head of School's newsletters; the teachers' monthly calendars and classroom bulletin board notes in order to remain current with school happenings and events. It is the *parent's responsibility* to keep enrollment forms updated at all times, informing school of any changes in personal information.

For those parents who use the Early Bird and After School Enrichment Program, it is the *parent's responsibility to read the above communication and stay in close contact with your child's teacher.*

The school's website is: [www.countrydayschool.net](http://www.countrydayschool.net), which contains class calendars, and staff e-mail addresses, as well as other important information.

Each teacher and assistant has an e-mail address to receive communication from parents. The primary vehicles for communication are CDMS APP, email, white board, and website.

## **PARENT/TEACHER CONFERENCES**

There will be two scheduled parent/teacher conferences held during the school year to inform parents of their child's progress. (See school calendar for scheduled parent/teacher conference dates). Parents are asked to conference once in the Fall and once in the Spring. Divorced parents are asked to coordinate conference times and meet together as a courtesy to your child's teacher.

Should concerns or questions arise between scheduled conference dates, conferences may be held upon request. The arrival and departure times are designated for greeting and dismissing the children, discussions and questions about your child at this time are not appropriate. Please call the school's office or contact your child's teacher to schedule a conference.

## **MENTORS AND VOLUNTEERS**

The students and staff greatly appreciate those who have extra time to assist in reading or art classes. Parents who are interested are asked to commit to one hour, once a week. The teacher prepares the lessons for each mentor. As the students and teachers depend on our mentors, please inform the teacher should you be unable to fulfill the commitment.

Parents also have the opportunity to help with classroom parties, special events, field trips, and other learning activities.

## **REPORT CARDS**

In addition to the two oral parent/teacher conferences, the Kindergarten, and Elementary students will receive written report cards in December and May. The Pre-primary and Primary students will receive two written progress reports in addition to two parent/teacher conferences.

## **MONTESSORI COMPASS**

Parents will have immediate access to your child's academic and social records via Montessori Compass. Parents will be able to communicate with their child's teacher and administrators, see a monthly calendar, and track their child's academic progress.

## **HEALTH REQUIREMENTS/INFORMATION**

### **ILLNESSES**

For the protection of all children, your child should be kept at home if he/she shows any of the following symptoms:

- **Temperature of 100.4,**
- **rash,**
- **discharge from eyes, ears, or nose,**
- **diarrhea or vomiting.**

A child who appears ill ***will not*** be admitted to school unless a doctor approves his/her attendance in writing. The Head of School, however, reserves the right to make the final decision as to admittance to school of a child who shows obvious signs of illness. Children, who are too ill to go outside during playground time, ***should be kept at home to sufficiently recover from any illness.*** If the child becomes ill during the day, parents will be contacted with the request to take the child home.

If the child has a contagious disease (strep throat, conjunctivitis, pin worms, viral infections, measles, mumps, chicken pox, scarlet fever, lice, fifth disease, etc.) he/she should be kept at home and the ***fact of his/her condition should be reported to the school.***

Please keep your child at home until the child is free from fever for 24 hours. This prevents your child from acquiring an illness from someone who returns to school too soon, and keeps your child from giving an illness to others if not sufficiently recovered.

We appreciate your call if your child is going to be absent from school.

### **IMMUNIZATION REQUIREMENTS**

San Antonio Country Day Montessori School follows the current state regulations for child immunizations. Current records must be provided to the office along with a signed Physician's Statement, upon enrollment. If your child has not been immunized, a notarized affidavit of exemption must be provided, upon enrollment.

No Tuberculin testing is required.

### **HEARING AND VISION SCREENING**

Students, four years and older, are required by the state to have a hearing and vision screening. Parents will be notified of screening opportunity.

### **MEDICATION/EMERGENCY MEDICATION**

San Antonio Country Day Montessori School will **not** administer any medication to any child. If, however, your child needs medication before 2:30 p.m., any parent is welcome to come to school and administer the medication personally to his/her child. If your child has continuous special needs concerning medication, please see the Director of Admissions. If your child requires **emergency medication** within minutes due to asthma, insect bite, etc., **see the Director of Admissions upon enrollment or as soon as the condition presents itself.**

### **MEDICAL EMERGENCY**

In the event of a medical emergency, a staff member will contact 911, and you, the parent. In the event that we are unable to reach you, and your child needs immediate assistance, he/she will be transported to the nearest health care facility. The child's teacher or an Administrator will accompany and remain with the child until parent(s) arrive.

### **SCHOOL SPONSORED ACTIVITIES**

#### **FIELD TRIPS**

Along with the many resource people invited to the school to support subjects studied, field trips provide an exciting excursion for off-site study. Each is an excellent opportunity to expand understanding of a particular subject or concept, and practice grace and courtesy in another setting. No student will be allowed on a field trip without field trip authorization.

Parents may be asked to drive and chaperone. We appreciate parents taking their turn and doing their part in transporting the children. The Texas State Legislature requiring all children under the age of eight years old, unless taller than 4'9", to be in a child passenger safety system. Child passenger safety systems include traditional car seats with harnesses and booster seats. San Antonio Country Day Montessori School follows this state mandate.

**Unfortunately, if your child arrives without a car seat or booster seat, he/she will not be allowed to attend the field trip.**

Since parents are assisting the teacher with the class, **we thank you for making other arrangements for siblings.** It is the responsibility of the parent to check with your child's teacher regarding expectations for each field trip.



## **OUTDOOR SCHOOL**

In the fall, some students in the Elementary class travel to Camp Champions for a three-day/two-night excursion. Camp Champions is located just west of Marble Falls, Texas. Benefits include: self-discovery, self-management away from home, peer relationships, bonding relationship building and participation in nature studies.

## **MODEL UNITED NATIONS**

In the Spring, some students in the Elementary class develop leadership skills by participating in Model United Nations. Enrolled students commit to one hour after school, two days a week, to prepare and practice for the conference.

During the conference, students role-play as diplomats of a specified country and debate real world issues. This entire experience helps students develop skills in research, writing, networking, communication skills, and public speaking. The students return from this four-day excursion displaying knowledge, growth, maturity, and pride.

## **SUPPLEMENTARY PROGRAMS**

### **EXPECTATIONS AND SCHEDULE**

The work period, complete with individual assessment and lessons, begins the child's day and continues throughout the morning. In addition, students enjoy lunch, outside time, and group activities. Each day, the Pre-Primary and Primary students participate in music, art and motor development. At the Kindergarten and Elementary levels, motor development, music, art, and Spanish enrich our curriculum. According to the arrival times outlined within, the child's day consists of work period or periods, music, art, Spanish, lunch, motor development and/or outside time on the playground, in the barnyard, or with the gardens.

### **BARNYARD**

Montessori believed with *knowledge comes respect*. Our barnyard offers an intimate, hands-on experience for observation and care taking. The Upper Elementary children enjoy feeding the goats, or hens, and providing them fresh water and a mutual respect naturally develops between the animals and the children. Children in Kindergarten and younger only observe the animals on site and do not make contact with them.

### **BUTTERFLY GARDEN AND GARDEN BOXES**

On campus we maintain a butterfly garden and each class has its own garden box that the children plant and water. The students enjoy completing the work cycle, learning about the environment, and understanding this ecosystem.

### **COMPUTER AND INTERNET USE**

Montessori materials are designed to help students refine motor skills; develop thinking and problem solving skills, as well as increase vocabulary and understanding of other concepts. As a result, computers are introduced at the Elementary level. Permission slips signed by parents are required before students are allowed to utilize the computers. Commitment agreements are required by the student and parents in order to maintain the highest standard of use.

### **FINE ARTS**

San Antonio Country Day Montessori School's Fine Arts program provides children with the foundation for knowledge and appreciation of the master artists and composers as well as opportunities for self-expression. Music education, appreciation, and participation begin at age 2, using the philosophies of Orff and Kodaly. Additionally, world drumming, recorders, and Orff instruments is offered.

Throughout the year, the parents are invited to enjoy performances given by the children. In addition, the school wide Open House, Halloween Performance, Fall Festival, Fiesta, and Elementary Promotion are highlights of the school year.

Art instruction begins at the Pre-Primary level. Students are introduced to the work of master artists, developing a general knowledge of a particular artist, as well as the ability to recognize and differentiate between artists' work. This also fosters an appreciation for different techniques. Children engage in projects that reinforce an artist's style or interests.

### **SUMMER WORKSHOP**

*Summer in the Country!* offers enrichment activities to challenge, stimulate, and provide enjoyment for children. In March, the curriculum will be announced, posted on our website, and sent home in hard copy to enrolled students. Registration will be ongoing until class sizes are realized. Continuity, consistency, competence, and character education are all added benefits.

### **WATER ACTIVITIES**

Water activities are not part of our current schedule.

### **STUDENT PERSONAL AREAS**

Kindergarten – 6<sup>th</sup> grade students will be assigned a cubbie. The school strives to help students stay organized, be responsible, and develop competence, students will be expected to maintain individual space and belongings appropriately and neatly. These skills become habit much more quickly if the expectations and requirements are also maintained in the home.

## **WEATHER/SCHOOL CLOSURES**

### **WEATHER AND CLOSURES**

San Antonio Country Day Montessori School takes very seriously the safety and well being of the students. Should a situation present a concern during the school day as to risk of tornado, flood, chemical spill, or other dangerous situation, parents will be notified by text, phone, or email to pick up students from school.

Should any of the above prevent the school from opening, the school will alert parents through the **school's APP**. Most often we follow NEISD closures. Local TV News will also advise you of closure or late opening.

## **OTHER IMPORTANT INFORMATION**

### **ABITIBI**

There is an Abitibi dumpster located on our campus for convenience in placing flattened cardboard, newspapers, and other recyclable paper products.

### **BIRTHDAY CELEBRATIONS**

The Celebration of Life is a special ceremony for any birthday child. While walking around a lighted candle, the "sun," and holding a globe, the birthday student, if old enough, or a parent, if not, speaks about the first year of life. As the child walks around the second time, the second year of life is described and so on. When the details of the child's life correlate with the number of revolutions around the sun, the class sings happy birthday, and offers other congratulatory wishes. Older children enjoy The Celebration of Life in an age appropriate ceremony.

The following are guidelines for birthday celebrations at school:

- Please make advance arrangements with your child's teacher.
- Keep the celebration simple.
- If a snack is provided, please make it nutritious i.e. fruit, cheese. No chocolate cupcakes, please.
- Invitations to home parties may be distributed at school **only** when the entire class is included.

### **BIRTHDAY TRADITION**

If you wish to participate in Country Day Montessori's BIRTHDAY TRADITION, your child may donate a DVD, CD, or book to the school in celebration of his/her birthday. This is a permanent addition to the school's library, which remains a part of the school long after the child has graduated to other educational facilities. The inscription is your choice, but often reads:

To: San Antonio Country Day Montessori School  
 From: Your Child's Name  
 In Celebration of his/her \_\_\_\_ birthday, \_\_\_\_, date \_\_\_\_.

### **BOX TOPS**

San Antonio Country Day Montessori collects Box Tops for Education. Money earned from redemption of these coupons is directed toward supplies and materials for the classroom.

### **CHANGE OF CLOTHES/DIAPERS**

A change of clothes is recommended for children ages 2 - 5 in case of accident. Children often use water with their work and spills happen. Please keep in mind seasonal changes and label **all items** with your child's name.

If your child is in diapers, please send an adequate supply of diapers and wipes to meet your child's needs. It is the *parent's responsibility* to periodically check with your child's teacher to ascertain replenishment schedule.

### **LOST AND FOUND**

Parents are asked to label all belongings with the child's name: bags, jackets, and sweaters, etc. Lost items are not the responsibility of the school or its personnel; every effort, however, will be made to locate lost or misplaced items. Items labeled with the child's name helps ensure the retrieval of lost items. Unclaimed materials will be donated at the end of the school year.

### **NAPS**

The Pre-Primary children nap after lunchtime. Students will be awakened at 2:00 p.m., in order to complete another work period before dismissal. For comfort at rest time, Pre-Primary students will be asked to bring a blanket and small pillow in a bag that is easily carried by the child. The bag should open wide enough so that the child can easily manipulate it independently

### **RECYCLE**

We pride ourselves in taking care of our environment and encouraging the children to do the same. Non-disposable lunches, plastic containers that can be washed and reused, and two cloth napkins for lap and placemat are encouraged. We recycle paper, aluminum cans, ink cartridges, and old cell phones.

## **COMMENTS, SUGGESTIONS, QUESTIONS, OR CONCERNS:**

San Antonio Country Day Montessori School welcomes and encourages comments, suggestions, questions or concerns from parents about our programs, procedures, or format. When we all work together for the benefit of the students, progress and improvement is assured.

Twice a year the school will ask the parents to complete a survey about the school year in an effort to continually improve and meet the needs of the students, parents, families, and community.

## **DEPARTMENT of FAMILY PROTECTIVE SERVICE (DFPS)**

**A copy of the DFPS Minimum Standards for Child Care for Pre-Primary and Primary students is available for review in the main office. You may also find a copy at [www.dfps.state.tx.us/child\\_care.com](http://www.dfps.state.tx.us/child_care.com). Our most recent licensing inspection report is posted in the Admissions Office.**

The nearest Child Care Licensing Office is located at 3635 SE Military Drive. Their phone number is (210) 337-3003.

**Under the Texas Penal Code, any area within 1000 feet of Country Day Montessori School is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.**

## **EMERGENCY PREPAREDNESS PLAN**

A complete copy of our crisis plan is available for review in the main office. In the event that emergency evacuation of San Antonio Country Day Montessori School is necessary, the student and staff will relocate to Stahl Elementary School, located at 5222 Stahl Road, San Antonio, Texas 78247.

## **CHILD ABUSE**

San Antonio Country Day Montessori School teachers and staff are required to complete one hour of training in prevention techniques for and the recognition of symptoms of abuse and neglect, as well as, the responsibility and procedure for reporting suspected abuse and neglect.

Regular communication regarding child abuse and neglect continues throughout the school year among staff members. Parent education sessions are conducted regularly for parents with information regarding healthy parenting strategies.

When necessary, San Antonio Country Day Montessori School will communicate and coordinate with the appropriate community organizations in cases of child abuse or neglect. The Abuse or Neglect Hotline number is 1-800-252-5400.