



Policy Handbook (Effective 1/1/24)

2024 Holidays

Closed January 1, 2024 for New Years Day
Closed May 27, 2024 for Memorial Day
Closed July 4, 2024 for Independence Day
Closed September 2, 2024 for Labor Day
Closing at 1pm on November 27 for Thanksgiving
Closed November 28-29 for Thanksgiving
Closing at 1pm on December 24 for Christmas
Closed December 25, 2024 – January 1 2025 for Christmas Break

Arrival

Please do not arrive earlier than 8:00am unless you have early drop off at 7:30am which is available for full time students at the standard rate and part time students for an extra fee. Teachers collect the children and escort them into the school and classes being at 8:30am.

Registration

The enrollment form is due at the time of enrollment. A completed, properly executed Student Health Examination Form and the Florida Certification of Immunization or Religious Exemption Form is required within 30 days of enrollment.

Authorized Persons

In the event of illness or emergency, we will attempt to contact the emergency contact persons in the order they are add on the electronic form provided by you. We will release your child for pick-up to anyone you authorize for pickup.

Day to Day Operations

Toe Bags/Backpacks

Please send your child to school with a labeled tote bag or backpack

Water Bottles

Please send a pre-filled water bottle to school each day. Florida state law requires the bottle to be labeled with your child's first AND last name. Be prepared for us to write on unlabeled bottles. Please do not send juice or milk in the bottles designated for water.

Toys

Please do not send toys to school, including stuffed companions.

Lunch and Snacks



Please send a name labeled morning snack, and for children attending after 2:30pm, an additional name labeled snack item. For children staying after 12pm, please send lunches in name labeled boxes or containers. Please use ice packs to keep lunches cool, if necessary. Lunches cannot be heated. Please send silverware, if needed.

State Law mandates compliance with the following regulations in relation to packed lunches and snack items:

Food associated with young children's choking incidents must not be served to young children under 4 years of age, such as but not limited to whole round hotdogs, popcorn, chips, pretzel nuggets, whole grapes, nuts, and cheese cubes.

Food for toddlers must be cut into pieces 1/2 inch or smaller to prevent choking.

Custodial parents or legal guardians are required by law to provide nutritional food items. In the event that a child's parent fails to provide nutritious meals or snacks, the program will provide supplemental food items to complete the meal or snack.

Clothing

Please label all clothing and send an extra change of clothes. Please do not send children in toy, dress up shoes.

Diapers and Wipes

Please provide diapers and wipes when needed. A paper slip will be put in your child's bag when ever we need a refill of supplies for your child.

Sunscreen

Please apply sunscreen before arrival in the morning and send extra sunscreen for reapplication as needed.

Health Issues

Sick Child Policy

Please do not send your child to school showing any symptoms listed below or with any known communicable disease. We will ask for any child exhibiting any of the following signs to be picked up from school. Please notify us if your child has been exposed to a communicable disease. By law, children with communicable diseases require a medical release to return to school.

Medical Conditions:

1. Diarrhea (2 or more loose stools within a 24 hour period).
2. Difficulty or rapid breathing.
3. Asthma or severe upper respiratory infection unless evidence that child is under physician's care is shown.
4. Vomiting (within last 6 hours).
5. Yellowish skin or eyes.
6. A temperature of 101 degrees F° or higher in conjunction with any other signs of illness
7. Mucus with green or yellow color, unless child has been on antibiotic therapy for 24 hours.
8. Undiagnosed rash.
9. Sore throat.



10. Severe cough.
11. Pertussis (whooping cough), measles, mumps, rubella (German measles), impetigo (bacterial skin infection), diphtheria (contagious upper respiratory infection) or herpes simplex (chicken pox, cold sores, shingles).
12. Untreated scabies, tinea corporis or capitis (ring worm).
13. An ear infection, unless provided notification that child is under physician's care.
14. Untreated head lice.
15. Conjunctivitis (pinkeye).
16. Exposed, open skin lesions.
17. Stiff neck.
18. Severe cough, causing the child to become red or blue in the face or to make a whooping sound.
19. Unusually dark urine and/or gray or white stool.
20. Any other unusual signs or symptoms of illness.

Disciplinary Policy

Children are taught the importance of being a friend and treating others with care and respect. It is our belief that the goal of discipline is to help young children gain inner self-control so they become aware of what is acceptable behavior. If unacceptable behavior is displayed, we explain why the behavior is inappropriate. If the behavior continues, the child will be directed to another activity. A child continuing to have difficulty will be removed from the activity for a short period of time in order to regain his/her self-control.

We try to foresee and prevent problems by structuring an appropriate environment and setting basic limits. These limits are mainly for reasons of safety and respect for oneself, for others, and for property. These limits are explained or shown to a child at the outset in terms that s/he can understand. Negative attention seeking behavior is ignored if at all possible. Discipline shall be fair, reasonable, consistent, and related to the individual behavior. Children are not spanked.

It is important that good communication exist between the home and our school. If a child is experiencing a change in the home environment that may result in changes in behavior, it is important for parents/guardians to notify the teacher. Teachers will keep parents/guardians informed of any behavioral concerns that may occur with a child at the school. Every effort will be made to resolve any problem that may occur.

Severe Behavior

Young children can present challenging behavior as they learn to interact appropriately in the educational setting. Brilliant Minds Montessori is committed to using positive guidance strategies when teaching young children how to manage their own behavior. Developmentally appropriate guidance and classroom management promotes positive social skills, fosters mutual respect, strengthens self-esteem, and supports a safe environment. However, some children will exhibit severe behaviors that cannot be managed within the classroom setting. Severe behavior is defined as:

Danger to self or others (examples include but are not limited to: head banging, biting that breaks the skin, hitting, hair pulling, using objects to inflict bodily harm, etc.) and/or

Disruptive behavior that creates chronic interference to classroom activities (examples include but are not limited to: tantrums, screaming, foul language, severe or chronic non-compliance or defiance.)

The school has developed procedures to deal with such cases of severe behavior. In these situations, the parents/guardians will be contacted. If the school's procedures for dealing with severe behavior



problems do not result in the restoration of an acceptable and safe educational environment, we reserve the right to permanently remove a child from the school.

Miscellaneous

Tuition

Tuition rates are subject to review and change. Tuition and registration fees are non-refundable.

Termination of Service

Without advance notification, Brilliant Minds Montessori reserves the right to terminate service at any time. We require two weeks' notice of your intent to withdraw.

Birthday Celebrations

On birthdays, special recognition is given during group time. Due to health and dietary concerns of our children, we do not serve sweets or cake as part of birthday celebrations.

Smoke Free Environment

Smoking, including e-cigarettes, is prohibited within the childcare facility, in the outdoor areas and anywhere on the premises.