**SCHOOL POLICIES**

**Our Mission**

To be the best in providing high quality holistic early childhood education and childcare which would help build a foundation for life-long learning, focusing on social, physical and emotional growth in a warm, nurturing and safe environment. STARGATE would be your precious child’s first experience to be a STAR.

**The whole child is encouraged to develop:**

**Physically –**

By engaging in motor activities that develop the muscles both large and small.

**Emotionally –**

By learning appropriate and acceptable ways of expressing positive and negative emotions and gaining control over their own behavior.

**Socially –**

By interacting with peers in individual and group settings and in relating to adults other than their parents.

**Intellectually –**

By encouraging language skills and concept development, by awakening curiosity and sharpening sensory awareness.

**Our Philosophy**

Children learn more in their preschool years than at any other time in life. All children are encouraged to develop to their full potential. A dedicated, diverse, innovative and professional staff works most effectively for the benefit of each child. We provide a consistent schedule with a balance between teacher-directed and child-centered activities. It is our goal that children will possess confidence in their abilities and establish lasting relationships with teachers and peers. By offering an engaging curriculum it is our aspiration that each child will develop a positive outlook towards education, a better appreciation of the world around them and acquire a lifelong love for leaning during their time spent at Stargate Montessori. We are committed to working closely with families to help these pre-school years be a rewarding experience. At Stargate Montessori each child is regarded as an individual and treated equally irrespective of gender, race or culture.

**Our Curriculum**

**Language –**

The Language activities are designed to develop the child’s ability to communicate through spoken language, to explore the sound/symbol relationship.

**Mathematics –**

Hands on mathematics exercises explore ways in which quantities are related by identifying number symbols and associating them to quantities, and by exploring similarities and difference between quantities. The work progresses from concrete to abstract using manipulative materials.

**Practical Life -**

The objectives of practical life experience are to help the child grow stronger in concentration and coordinated movement. These exercises enable the child to adapt to his environment and establish independence.

**Science / Geography –**

These activities are designed to help the child become aware of and appreciate the diversity of the world. By learning the human, plant and animal world the child gains experience to the life that surrounds them. The child is taught a respect for taking care of his environment.

**Sensorial –**

The sensorial materials helps the child to develop order and clarity in thinking. They include activities to aid the child in classification, comparison and contrast of size, weight, shape, texture, color, etc.

**Music and Movement –**

Music and Movement encourages social development, relaxation, participation and help the child to develop memory / retention / recall.

**Physical Education –**

Physical education session stimulates physical development and promotes mental and physical wellness and help the child to build social skills and encourages social interaction.

**Manipulative Toys and Puzzles –**

Manipulative toys and puzzles help the child to build perseverance, problem solving skills, encourages orderliness, develop language and math skills, builds respect for others through cooperation and develop the self-image.

**Art –**

Art and Craft sessions fosters creativity, encourages self-expression, releasers tension, and builds self-concept.

**ADMISSION POLICY**

* No child will be discriminated on the basis of race, religion, national origin, gender or age.
* Children are placed in our program according to age and maturity.
* Children will not be accepted to the preschool – 3 program if they are not potty trained.
* Children are not allowed to attend the center on the contracted days and hours, unless prior arrangements have been made with us.

**ADJUSTMENT PERIOD**

Entering a Center is a big step for your child. The child must adjust to the new environment as well as learn to separate from his/her parents. We recommend that you look around the classroom with your child and try to encourage your child to engage in an activity. By dong so you are allowing your child to see that the environment is trusting to you. If you feel comfortable in the classroom, so will your child.

Once you have spent sufficient time with your child let him/her know it is time for you to leave and you will be back to pick him/her up at the end of the day. Try not to linger the goodbye. Allow your child to begin to adjust on their own. Our teacher will provide comfort for your child until he or she feels ready to join the group.

**CENTER VISITION**

Stargate Montessori has an open-door policy. Parents are welcome to visit the facility anytime. Please feel free to discuss your child’s day to day or any other matter with the teacher. Please note that the children get distracted when parents are present for too long in a classroom. Therefore, please limit your visit to 15 minutes at most.

**HEALTH & EMERGENCY POLICY**

Children with a mild cold or cough may attend school. If at any point symptoms become excessive and the child is unable to participate in regular activities, parents will be called immediately to pick-up the child.

Parents should understand that, if a child is ill with any of the following, they must be kept at home;

* Fever higher than 100 degrees within the past 24 hours
* Severe cough and cold
* Vomiting within the past 24 hours
* Diarrhea within the past 24 hours
* Other contagious diseases including but not limited to: Pinkeye, lice, strep throat, Chicken Pox, flu.

If your child gets ill during school hours, we will notify you to come and pick the child. Please make arrangements to pick the child within 1 hour. If your child had fever, he or she should maintain a normal temperature for 24 hours before returning to school.

Parents must notify the school if they or their child contract a communicable disease such as chicken pox, measles, hepatitis, etc. It is also the parents’ responsibility to make sure that their child has completely recovered from any contagious disease before bringing the child to school.

In the case of emergency, we will contact the list in our record as responsible for the child. We will always contact emergency medical personnel first if the nature of the emergency requires immediate medical care. Parents are responsible for any and all costs incurred for medical care, and or transportation provided during a medical emergency.

**MEDICATION**

Medication can be given at school only with a medication permission form signed by the parent. A note from the doctor is needed for prescription medication. Medication must be handed directly to staff member by a parent. Never leave medication in a lunch box or in the child’s bag. All medication must be in their original, labeled container. First dose of any medication has to be given at home so parents may monitor for any adverse reaction.

Staff must be informed if the child has had any medication prior to coming to school.

Scratches and bruises are inevitable when children play. These injuries will be treated with antiseptic and a band-aid. The staff will immediately inform the parent with anything more serious.

**HEALTH AND IMMUNIZATIONS**

We are required by law to have current immunizations record on file at the center. Allergies and medical problems should be listed on the child’s registration form. Please keep your child’s immunization up to date. If a child’s immunization has expired they cannot attend until shots have been updated and a new immunization record has been received.

**TUITION**

Tuition paid on a weekly instalment basis should be due on Monday of each week and will be considered late if not paid by Wednesday. A late fee of $15/- will be added if paid after Wednesday.

Returned checks will be subject to $25/- charge.

A late charge of $1.00 per minute, each minute after 6.00 p.m. is due at the time you pick up your child. There is no grace period.

**Full time care is based on 4 – 10 hours per day. There will be an extra charge for extended care beyond 10 hours period per day.**

There can be no credit given due to holidays, as this is considered when tuition rates are set each year. Please note that Tuition must be paid in full even if the child is absent for any reason including family vacation weeks.

**CLOTHING & OTHER SUPPLIES**

* One full change of clothes labeled in a zip lock bag.
* Diapers and diaper rash cream (if applicable)
* Small sleeping blanket.

**PROPER ATTIRE TO SCHOOL**

Please put on clothing that can be easily managed by the child whether the child is wearing diapers or potty-trained. Please avoid overalls and clothes with too many buttons as we encourage the children to dress by themselves to develop independence. Remember your child will be involved in active and messy activities. School will not be responsible for damaged clothing or any other items brought from home. All children must wear shoes at all times. No thongs or open sandals are allowing in the center.

**TOYS & SHARING**

Please do not allow your child to bring toys to school. Toys brought from home distract children from the benefit of using the materials at school. We have sharing days where children are welcome to bring a toy to school to share with friends. Toys depicting violence are not allowed in school. We are not responsible for any items brought to school by students.

**SCHOOL MATERIALS BROUGHT HOME**

Children occasionally bring home small pieces of school equipment, which involves considerable difficulty and expense to replace. Please return such items to the school as soon as possible.

**REST PERIODS**

Each afternoon the children will have a rest period. Children are expected to rest, but not required to nap. School will provide a mat and Parents are required to provide a sheet and blanket. It’s the parent’s responsibility to wash it on a weekly basis.

**BIRTHDAY**

If you wish to provide a treat for your child’s classroom, please inform the administrative staff. If you wish to provide goody bags to the classroom, please do not include gum, hard candy, nuts, lollipops, un-inflated balloons or small objects that may cause a child to choke.

**SIGN-IN & SIGN-OUT**

The Cabinet for Health and Family Services requires that the parents/guardians sign their child “IN” and “OUT” daily. The sign IN and OUT procedure also allows the center to monitor the count of all children in the building in case of an emergency evacuation. All children must be brought into the school and signed in. Never leave your child on the playground or parking lot. When picking up your child, be sure to sign out and notify someone on the staff. Only those parents designated on your emergency form or with written authorization from you may pick up your child. Persons picking up your child whom are not familiar with the staff must present identification.

**NUTRITION**

We provide Breakfast snack, Lunch and an afternoon snack for each and every child enrolled. Menus are posted on the information board for your review.

Meals will be served only at scheduled times and posted on the Parent Information board.

Please inform the staff if your child has special dietary needs or food allergies.

**EMERGENCY PROCEDURE**

In the event the center must be evacuated due to power failure, natural or man-made disaster the children will be transported by walking to Calvary Christian Church located across from the center or to the Bullitt East High School located close to the center.

Depending on the nature of the evacuation if we are to leave the area we would transport to the emergency shelter set up by the Fire Department. At which point all parents would be notified upon arrival of our location.

**DISCIPLINE**

Our school provides freedom within limits, allowing children to develop to their full potential while developing self-discipline. Children are shown appropriate ways of behaviour through encouragement and lessons in courtesy.

Children are not allowed to hurt another, destroy property, or disrupt another classmate’s work.

If a child is having a difficult time with the rules or disrupting the education of others in the class, the teacher may redirect the child to another activity or if necessary, may ask the child to sit in a chair quietly in the classroom. The teacher will also explain to the child of a more appropriate behavior and request the child to join the class when the child is ready.

In the case of constant biting or hitting, the child’s parents may be called to pick up the child from school. If a child consistently has difficulty being with other children in a positive manner or consistently disturbing the education of other students, parent may be called for a conference to discuss the issue.

Note: Corporal punishment is never administered at school. It is against the law nor will we withhold any food, humiliate, coerce, ridicule, intimidate, threaten or commit actions of punitive a nature.

**TERMINATION**

If parents need to terminate the contract, a two-week written notice must be given.

The following are grounds for immediate termination (within 24 hours) by the school :

* Failure to pay late fees
* Tuition payment overdue by more than two weeks
* More than two returned checks
* Dishonesty including falsification of documents
* Abusive language or aggressive behavior by parent(s) or guardian(s)
* Failure to provide requested forms and information (Immunization, etc.)
* Failure to abide by the school policies.

Stargate Montessori reserves the right to terminate the enrollment of any child who, in its judgement is not benefitting from the school.

**STUDENTS WORK**

When your child brings paper work home, offer your true interest and reflect your pleasure in the work without remarks ad questions. Sometimes, parents may be concerned that their child does not bring much paper work home, please keep in mind that education is a process and not a product. Your child may be happily learning phonetic sounds, word building, learning geometric shapes, mixing colors or practicing additions, etc., which may not necessarily result in paper work that could be brought home.

Every child will be assessed periodically whether their academic performances are age appropriate and will be notified to the parents accordingly.

**Force Majeure:**

**Natural Disaster** – In the event of a tornado, major storm, earthquake, fire, natural disaster, pandemic, or other such event, the Stargate Montessori will be excused from any prevented, reduced or delayed service circumstances to perform any obligation under this Agreement to the extent that such failure is caused by any such circumstances. In such events, the management of Stargate will provide a discount up to 50% in weekly fees due, and the parents will be obliged to pay 50% of the weekly fees due in such circumstance.

**Non-Discrimination Statement**

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, religion, sex, gender identity (including gender expression), sexual orientation, disability, age, marital status, family/parental status, income derived from a public assistance program, political beliefs, or reprisal or retaliation for prior civil rights activity, in any program or activity conducted or funded by USDA (not all bases apply to all programs). Remedies and complaint filing deadlines vary by program or incident. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, American Sign Language, etc.) should contact the responsible Agency or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English. To file a program discrimination complaint, complete the USDA Program Discrimination Complaint Form, AD-3027, found online at [How to File a Program Discrimination Complaint](https://www.usda.gov/oascr/how-to-file-a-program-discrimination-complaint) and at any USDA office or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by: (1) mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410; (2) fax: (202) 690-7442; or (3) email: program.intake@usda.gov.USDA is an equal opportunity provider, employer, and lender.