



TFI Community Child Care, Inc.
Creating Brighter Futures for Children

Tots and Tales Montessori School

9000 State Avenue, Kansas City, KS 66112

Phone (913) 334-4570 Fax (913) 334-6195

TNTDirector@tficcc.org

www.tficcc.org

Parent Handbook

WELCOME!

Dear Parents,

It is my pleasure to welcome you and your family to Tots and Tales Montessori School. Thank you for allowing my staff and I to be an intricate part of your family during these important years of child development and growth.

We extend to you an open door policy for any questions or concerns you may have at any time. We also extend to you a pledge of high quality care for your children.

Once again, thank you for entrusting your child's hands into ours.

*Kathryn Efinger
Child Care Administrator
Tots and Tales Montessori School*

TFI Community Child Care, Inc. Mission Statement

Nurturing children to reach their fullest potential through early education and mentoring.

Equal Opportunity Statement

TFI Community Child Care, Inc. is an equal opportunity employer providing quality child care. The center provides nurturing care, education enrichment services, and attention to all children regardless of age, gender, race, ethnicity, religion or economic status. If you believe you or your child have been discriminated against please contact our concern/complain line.

**TFI Community Child Care, Inc.
Administrative Office
618 Commercial
P.O. Box 2224
Emporia, KS 66801
(620)342-2239**



The Montessori Philosophy

Our philosophy is based upon that of Dr. Maria Montessori. Dr. Montessori designed a "prepared environment" for learning. This allows children the freedom to experiment in the classroom while obtaining practical life applications. Dr. Montessori described the child's work as a "preparation for life."



Welcome to Tots and Tales!

During the first few weeks of school, don't be disturbed if your child:

- Is shy and clings to you
- Is aggressive and won't share
- Hits and refuses to take turns
- Tires easily and cries a lot
- Resists using the school bathroom, has accidents
- Doesn't talk much about what happened at school

These are all symptoms of tension and stress in a new situation, and will disappear as your child becomes used to his teachers, new friends and classroom routines. Be sympathetic and supportive and your child will quickly adjust!



Ways to Help Your Child Adjust

Letting your child bring a favorite security object · Giving your child permission to just stand and watch, knowing observation is one way of participating · Not putting pressure on the child to produce something to take home · Not pushing the child to conform to routines without time to adjust · Allowing lots of time for personal routines and a pleasant ride to school · Have a cheerful, positive attitude as the child leaves you, either at home or at school, such as: "Goodbye, I'll see you later!" · Encouraging talk about school by asking specific questions such as "Did you play with ____ today?" or "What was the snack today?" rather than, "What did you do today?"

Always remember—the more relaxed the parent, the more relaxed the child.

Observations

Parents/Guardians are always welcome in the center any time during the day to observe the interaction between staff and their child. We ask parents to observe these activities from a distance so it will not interrupt the classroom interaction. Parents/Guardians are welcomed on field trips as well as helping with various projects to benefit your child's classrooms.

We also encourage parents to share any questions or concerns with the teacher. If parents still have concerns, we ask them to visit with the Program Director.

Parents also have the opportunity to contact TFI's Concern Line. The program supervisor will get back with the parents within 5-7 days once the concern is made known. To contact the Concern Line, parents may call **(877) 942-2239** or email concernline@the-farm.org

Tuition and Fees

Our tuition is billed monthly. Parents may select one of the following payment plans:

- 1) Monthly due by the 5th,
- 2) Bi-monthly due the 5th and 20th of each month, or
- 3) Weekly due the first four Mondays of each month.

We have an annual registration fee every August or at the time of enrollment, and a school supply fee in October and April.

Tots and Tales rates are competitive with area Montessori schools and based on the child's age. We have a 1 year old, 2 year old, preschool/kindergarten and a school age rate. As your child gets older the rate decreases. Rates decrease the month following your child's birth month as rates are posted monthly.

Tuition and fees are paid in advance of care being provided. For us to operate a quality program, we need timely payments. If payments are not received on or before the due date, a late fee will be assessed and a brief grace period to make complete payment in order for your children to receive care at Tots and Tales. The payment agreement explains the details of our grace period, late fees, and NSF fees.

Withdrawal

Please provide a one month written notice when withdrawing from the center. This will allow appropriate time to fill the slot(s) and/or staff accordingly. If notice is not given, regular tuition will be assessed.

School Supplies

All school supplies are purchased by Tots and Tales with the school supply fees. Purchasing the items in bulk saves families money and ensures all children have the quantity and quality of supplies needed throughout the year.

All preschool and younger children should bring a crib sheet, blanket and a pillow or comfort item for nap time. The blankets and sheets will be sent home on Fridays for laundering. Please place the items in a large plastic re-sealable bag and put your child's name on each of the items.



Clothing

Because of the wide range of activities that we provide for the children, it is recommended that children be dressed in washable, comfortable clothing. Aprons are provided for art and water activities. We also recommend tennis shoes and no flip flops to prevent accidents while running and playing.

Water activities and occasional bathroom accidents necessitate that an extra set of clothing be kept at the center at all times. Please remember socks. All extra clothing should be marked with the child's name. If wet or dirty clothes are sent home, please return a clean extra set of clothing the next morning. Please remember that children are taken outdoors daily (weather permitting) and your child should be dressed accordingly (i.e., gloves and hats in cold weather and sun screen in the summer)!

Please label all clothing as well.

Classrooms

Each classroom offers a structured curriculum of activities each day. The Center will provide children an opportunity daily to experience stimulus in the following areas: small motor skills, large motor skills, creative expression, social interaction, self esteem, positive self image and intellectual growth. Montessori education engages all the senses.

Drop Off & Pick Up

We want parents to help transition their children to and from school each day. We ask that parents sign their children in and out as well as talk with the teachers. The parking lot directly in front of the school is designated for short term parking to drop off and pick up your child. We ask that parents please do not park in front of the building next to the sidewalk as it prevents parents from backing out of the parking spaces.

Health Forms/Medicine

If your child needs medication during school hours, please provide the medication to the front office staff with instructions if medications should be refrigerated or not.

Parent/Guardian must fill out a Medication Request Form for office staff to know dosage and times for administering medicine. Prescription medication must be brought in the prescription container with the dosage.

A sticker will be placed on the child's back with dosage information so the teacher will know when to send the child for his/her medicine.

ALL MEDICATION MUST BE LABELED WITH THE CHILD'S NAME, NAME OF DRUG AND DIRECTIONS FOR ADMINISTERING.



Illness and Allergies

The state of Kansas requires that children be in good health to attend school. If symptoms of illness are seen, the child must be isolated and the parent will be notified and asked to pick the child up as soon as possible. Parents should have an alternate care plan for their ill child. Symptoms that are cause for keeping a child home are:

- Earache, discharge from ears or ear infections
- Sore throat or swollen glands
- Vomiting—child can return **24 hours** after vomiting has stopped
- Temperature—100.7 and above should remain at home and return **24 hours** after temperature returns to normal
- Red or inflamed eyes, red or swollen joints
- Diarrhea
- Lice
- Pink Eye

Please report to the center if your child has a highly contagious illness as listed below:

Strep throat
Pin worm
Viral infections
Infected ears or glands
Chicken Pox
Scarlet Fever



If your child has an allergy to a food or drink, please let us know and we will provide a substitute. Your child's food allergies will be posted in the classroom and kitchen.

Discipline

We feel it is our job to assist each child in developing a good self-image. All re-direction and discipline is done in a positive manner. We clearly explain our rules—what behavior is acceptable and unacceptable. When unacceptable behavior occurs, we talk to the child, involving them in the discussion and if necessary we use time out. During this time out, the child is able to get away from the situation and gain control, turning things in a positive direction.

In the event that a behavior problem persists, the parent/guardian will be notified. Together, we will work out a solution.

Meals and Snacks

Since the center participates in the USDA Food Program, each family must complete a Food Program Enrollment Form. Income eligibility forms are updated annually in the month of July for all families enrolled as it is the new fiscal year for the Child and Adult Care Food Program.

Each and every day, we provide a nutritious and well balanced BREAKFAST and LUNCH. An afternoon SNACK is also provided and served with milk or juice. A menu will be sent home each month. One will also be posted in the front lobby of the school. Please check the menu in case your child has any special food allergies.

*USDA and Tots and Tales each have a non-discriminatory policy.

Birthdays and Parties

Children are welcome to share their birthdays with their friends at school. Parents who wish to send special treats to school may do so, however, the state requires that no "homemade" treats be given out at school. All treats must be store or bakery bought. Please let your child's teacher know in advance that you will be bringing a treat.

Show and Tell

We ask that bringing things from home be limited to Fridays only unless otherwise specified.

Some of the better items to bring for "Show and Tell" are: records, books, favorite pictures, and of course, anything educational. Please label.

Extra Activities

Tots and Tales provides many onsite activities to ensure children have fun and learn as they grow. To enhance your child's growth and development, we have partnered with other local businesses to offer additional learning opportunities. These extra activities are optional and payments are made to the business through our office. Some of the businesses include a photographer, Stretch-N-Grow, and Computer Tots.

Tots and Tales also has planned activities that are on or off site where we collect the fee for the event. Ms. JoHo, the story teller, visits our center monthly. Each year we attempt a visit to the zoo, pumpkin patch and other designated venues. These activities are optional so fees are not required if your child does not attend. If we travel off the school grounds, parents will be required to sign a permission slip for the field trip.





*When I approach a child,
he inspires in me two sentiments;
tenderness for what he is,
and respect for what he
may become.
~ Louis Pasteur*

To learn more about Tots and Tales Montessori School,
Visit www.tficcc.org

Tots and Tales Montessori School is a part of

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