



Family Handbook

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Our Mission

The heart of Montessori education lies in its child-centric approach. At the very core of our curriculum, SonrisaLandia believes in catering to individual learning styles and paces and fostering a sense of independence and self-motivation among preschoolers.

The structure of the classrooms encourages collaboration, mentorship, and a sense of community among children as they learn from and with each other. We place a strong emphasis on nurturing independence in young learners. Montessori educators observe each child's progress and tailor the curriculum to their needs. This holistic approach enables a comprehensive understanding of each student's strengths and areas for improvement.

Students at SonrisaLandia embark on a journey that goes beyond conventional education. The focus on holistic development, individualized learning, and the promotion of lifelong skills makes SonrisaLandia Montessori School a compelling choice for parents seeking a progressive and nurturing environment for their young learners.

Hours of Operation

7:00 am-6:00 pm

Example Schedule:

7:00 am School opens for early care students
7-8:30 am Breakfast (brought from home or catering company),
7-8:30 Art & Dramatic Play
8:30 am Montessori day begins
10:30 am Snack & Outdoors
11:30 Montessori Day continues
12:30 am Lunch (brought from home or the catering company)
1-3:00 pm Rest Time
3-4:00 pm Snack time & Outdoors
4-6:00 pm Art & Dramatic Play
6:00 pm School Closes

*Parents who do not pick up by 6 pm will be charged a late fee of \$2 per minute late, to be paid by Venmo to @_____ at the time of pick up.

Daily Needs

Dress Code: Students are expected to wear clothing that allows them to move freely and can get dirty, as children will be playing outside, on the ground, and doing various art activities.

Shoes or sneakers should be closed-toed (no flip-flops or open sandals) and worn with socks. Shoes should be easy for the child to take on and off themselves.

Large body movements are critical to your child's overall development. The way you dress your child can either hinder or help that developmental process.

Clothes and shoes should be easy to run, climb, and play in, and easy to wash.

Seasonally appropriate clothing is important for outdoor play. We will play outside **every day**, as long as the weather is within the guidelines of the state of Texas for safe outdoor play. This includes cold, warm, and rainy days. Please send warm layers for cold days, and dress your child in light-colored, cool clothes for hot days.

Please note: Cold weather does not cause colds or flu. However, viruses that cause a cold and the flu are more common in the winter when children spend more time indoors.

What should come to school:

- **Breakfast & Lunch:** Please send a packed breakfast if your child arrives before 9 am. All children should bring a packed lunch. SonrisaLandia is not responsible for making sure that these meals are nutritionally balanced, however, we do request that healthy meals be sent so that children can feel like their best selves while at school. Snacks will be provided by the school. Snacks may include fresh fruits, raw vegetables, and dry cereals, pretzels or goldfish, or the equivalent. SonrisaLandia will provide water for all meals and snacks.
**Please note any food allergy policies in your classroom when packing breakfast or lunch for the day.
- Water cup (straw or open sip only for optimal oral development),
- Naptime bedding,
- A small stuffed toy to be used for nap time only,
- An extra change of weather appropriate clothes,
- Cold weather layers during the colder months,
- Sun protection (i.e. hat, sunscreen, etc),
- Rainboots & rain jacket,
- Diapers (for infants and toddlers who are not toilet trained.)(School will provide wipes unless your child has a sensitivity and needs to use a certain brand.)

What should stay home:

- All other toys or special items besides the small nap time lovey,
- All jewelry, watches, etc,
- Candy, gum, sodas, and other sugary snacks and drinks.

Please label everything including, but not limited to extra clothing, all shoes, all diapers and diapering items, cups, meals.

*We must have written permission to apply any creams, powders, etc. to an infant/toddler during diaper changes, and we may only use products that the parent supplies and are labeled with the child's name.

Code of conduct

**SonrisaLandia prohibits harassment of and by its staff members based on race, color, national origin, marital status, religion, gender, gender identity, or other characteristics. Harassment includes but is not limited to making derogatory remarks about these characteristics, making jokes or stereotypical comments about ethnic or other groups, and engaging in verbal, physical, or visually offensive behavior.*

Complaint Process/ Conflict Resolution: Parents should not address issues with teachers at pick up or drop off, as the teacher must keep their full and undivided attention on the children in their care. Please use email as your main communication method to address teachers. If the problem cannot be resolved by first going to the lead teacher, parents should notify the Director(s). Parent/teacher conferences may also be scheduled and may or may not include a Director.

Confidentiality Rules: Personal information about children, families or staff members should never be shared with other families; good or bad. Sensitive information needs to be kept confidential and shared with teachers and directors as needed.

Drug and Alcohol Policy: No alcohol or illegal drugs may be on school property. No alcohol or illegal drugs may be consumed on school property. If any adult is suspected of being under the influence while on school property, SonrisaLandia will notify the local police.

Tobacco Use: Cigarettes, vapes, e-cigarettes, other smokeless tobacco products, and all other tobacco products are prohibited on SonrisaLandia premises, including the parking lots and outdoor play areas.

Fire Arms: Peace officers as listed in §2.12 of the Code of Criminal Procedure and security officers commissioned by the Texas Private Security Board who are trained and certified to carry a firearm on duty may have firearms and ammunition on the premises of the child-care center. **For all other persons, firearms, hunting knives, bows and arrows, and other weapons are prohibited on the premises of the child-care center**

Infection Control

Hand washing: All students must wash their hands at the following times:

- Upon arriving at the school
- After each diaper change
- After wiping their nose
- After coming into contact with saliva, blood, urine, or any other bodily fluid
- Before & after snack and meal times
- Before and after using the sensory table
- After coming indoors from the playground
- After handling or feeding animals
- After using the restroom
- Before leaving for the day

*Frequent hand washing with soap and running warm water for at least 20 seconds is the most effective way to reduce and prevent the spread of illnesses like the common

cold, diarrhea, flu, COVID, strep throat, hand, foot, & mouth, and conjunctivitis (pink eye).

**Teach children to cough or sneeze into their upper sleeve or elbow, not their hands. Adults should model this behavior.

Other health concerns: Children who attend school, must feel well enough to participate in all school activities, including outdoor playtime.

Please keep your child home if they have one of the following: (A) An oral temperature above 101 degrees; (B) A tympanic (ear) temperature above 100 degrees. Tympanic thermometers are not recommended for children under six months old; (C) An axillary (armpit) temperature above 100 degrees; (D) An infrared temporal (forehead) temperature above 100 degrees; or (E) Symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill; or (F) A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

*Children must be fever-free *without* fever-reducing medication for 24 hours before returning to school or have a doctor's note saying they are no longer contagious.

**The U.S. Centers for Disease Control and Prevention and the American Academy of Pediatrics recommend that all children 6 months and older receive the seasonal flu vaccine yearly.

If a child becomes ill while in our care but does not require immediate treatment by a healthcare professional or hospitalization, we will: (1) Contact the parent to pick up the child; (2) Care for the child apart from other children; (3) Give appropriate attention and supervision until the parent picks the child up; and (4) Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

If a child becomes ill or injured while in our care and requires immediate treatment by a healthcare professional or hospitalization, we will: (1) Contact emergency medical services; (2) Give the child first-aid treatment or CPR when needed; (3) Contact the child's parent; (4) Contact the physician or other health-care professional identified in the child's record; and (5) Ensure the supervision of other children in the group.

Sanitation: Teachers must keep classrooms clean and toys and materials sanitized by following the processes outlined in SonrisaLandia's Standard Operating Procedures Manual.

Procedures & Protocols

Staff-to-child ratios: In the State of Texas, minimum child-to-staff ratios are as follows:

Age Range	Child: Staff Ratio	Max Group Size
0-11 months	4:1	10
12-17 months	5:1	13
18-23 months	9:1	18
2 years(24mths)	11:1	22
3 years	15:1	30
4 years	18:1	35
5 years	22:1	35

SonrisaLandia Directors will always strive to ensure we beat these ratios by having each teacher directly responsible for less than the state of Texas sets as the maximum.

Discipline: Must be individualized and consistent for each child; Appropriate to the child's level of understanding; Directed toward teaching the child acceptable behavior and self-control; and a positive method of discipline and guidance that encourages self-esteem, self-control, and self-direction, including the following: Using praise and encouragement of good behavior instead of focusing on unacceptable behavior; Reminding a child of behavior expectations daily by using clear, positive statements; Redirecting behavior using positive statements and a new activity is the best way to handle most discipline issues that arise.

*Parents agree to pay the cost to replace any SonrisaLandia materials or property destroyed by their child.

Mandated Reporter: All SonrisaLandia employees are mandatory reporters. Anyone who suspects that a child has been abused or neglected is required by law to disclose their suspicion to a Director immediately. This is true if the abuse or neglect is suspected to be happening at home or if they suspect another staff member of abuse or neglect.

To report suspected child abuse in Texas, call (800) 252-5400.

Access Policy: Any person in the school who is not an owner, staff member, or substitute, shall not have unrestricted access to children for whom that person is not the parent, guardian, or custodian, nor should they be counted in the staff-to-child ratio. Unrestricted access means that a person has contact with a child(ren) alone or is directly responsible for child care.

Visitors and Volunteers: Persons who do not have unrestricted access will wear a VISITOR badge, will be under the direct supervision and monitoring of a paid staff member at all times, and will not be permitted to assume any childcare responsibilities. Primary responsibility of supervision and monitoring will be assumed by the Lead Teacher unless the Lead Teacher is absent that day, and then it will go to the most appropriate/senior staff member in the classroom at that time, as assigned by the Director. Persons on the property for reasons such as maintenance, repairs, etc., will be monitored by a paid staff member and will not be allowed to interact with any child on the property.

*Parents and legal guardians may visit the child-care center at any time during our hours of operation to observe their child, the program activities, the building, the premises, and the equipment without having to secure prior approval.

Unknown persons: Center staff will approach anyone who is on school property without their knowledge to ask what their purpose is and notify the Director/Assistant Director immediately so that they may get approval to be on the property. If it becomes dangerous, staff will follow the “Dangerous Adult” protocol.

*A sex offender who has been convicted of a sex offense against a minor (even if the offender is the parent, guardian, or custodian) who is required to register with the state of Texas, or any other state’s sex offender registry shall not: 1) operate, manage, be employed by or act as a contractor or volunteer at the child care center; 2) be on property of the child care center, except for the time reasonably necessary to transport the offender’s own child to and from the center.

Pick-up Policy: Teachers must know our families by name and sight and know which parent goes to which child. If the teacher in the room does not know the parent by sight, they may ask for identification. If another adult is scheduled to pick up a child, the parent may write the name on the check-out list, which must be checked against an ID at pick-up. If an unknown adult arrives for a child, the teacher will direct them to go to the office for approval before releasing the child.

Nursing mother accommodations: Nursing mothers may send in breast milk for bottle feeding, and/or come visit the school during the day to feed their baby.

Children's medication: SonrisaLandia will request that when at all possible, children be given all medications at home. Should the need arise for a medication to be distributed during school hours, the medication will be kept in an original & labeled bottle, with clear instructions from the doctor, and will be locked in a cabinet in the front office. Procedures for administering medications will be determined by the Director on a case-by-case basis, and as directed by the doctor's instructions.

Babysitting: All childcare that happens between SonrisaLandia employees and SonrisaLandia families outside of operating hours and off SonrisaLandia property is considered strictly unrelated to the employment and enrollment of those persons. SonrisaLandia is not responsible for any actions taken by the family or the teacher during these mutually agreed upon times outside of SonrisaLandia, and each party should only engage in this relationship at their own risk. *As parent, you agree to not hire any SonrisaLandia employee away from the program.

*Under the Texas Penal Code any area within 1,000 feet of a child-care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to a harsher penalty.

For any questions or concerns related to operational regulations and Texas State laws, please refer to the Texas Administrative Code, Title 26, Part 1, Chapter 746: Minimum Standards for Child-Care Centers.

[https://texreg.sos.state.tx.us/public/readtac\\$ext.ViewTAC?tac_view=4&ti=26&pt=1&ch=746](https://texreg.sos.state.tx.us/public/readtac$ext.ViewTAC?tac_view=4&ti=26&pt=1&ch=746)

Holiday Schedule **2024-2025**

2024

Sept 2, Labor Day

Nov 28th, Thanksgiving Day

Nov 29th, Black Friday

December 24, 25, Christmas

Dec 31, New Year's Eve

2025

Jan 1, 2, New Year's Day

April 18, Good Friday

May 26, Memorial Day

July 4th, Independence Day

Closed to students for Professional Development and Teacher Prep Days (TBD):

Closed on AISD Snow/Bad Weather Days

Tuition

August 2024 - July 2025

	Full-time	MWF	TTh
Rooms 1 & 2	\$1,985	\$1,400	\$950
Rooms 3 & 4	\$1,750	\$1,200	\$800
Rooms 5 & 6	\$1,550	\$1,150	\$775

August 2025 - July 2026

	Full-time	MWF	TTh
Rooms 1 & 2	\$2,085	\$1,450	\$995
Rooms 3 & 4	\$1,850	\$1,250	\$850
Rooms 5 & 6	\$1,650	\$1,195	\$795

Annual Supply Fee: \$250 (to be charged upon enrollment, and then every August 1st thereafter.)

Registration Fee: \$250 (non-refundable)

Scholarships: A limited number of partial tuition scholarships are available on a first come, first serve basis. If you'd like to apply for this scholarship, please request an application from the Director.

Due Dates: Tuition is due on the 5th of every month.

Late Payment: A late fee of \$25 will be charged if you have not paid by the 10th of each month, and enrollment will be terminated if payment has not been received by the 15th of each month. If you are late more than 2 times in a school year, you will be required to pay by automatic withdrawal.

Family Vacations and School Holidays: No credit is given for scheduled school holidays. Students taking family vacations are still required to pay tuition to hold their spot. Families who choose to withdraw during an extended family vacation instead of paying to maintain their child's spot may be placed on the waiting list and are not guaranteed an immediate spot upon return.

Leaving the program: In order to allow the children and staff to have a smooth transition, and to allow time for your spot to be filled from the wait-list, we require a 2 week notice (14 days) or two weeks tuition paid with written notice before withdrawing your child. Tuition will continue to be charged until written notice is received. *There are no exceptions to this policy.*

Enrollment Termination: SonrisaLandia Administration has the right to terminate enrollment if the child or family is not the right fit for our program. We will do everything possible to work with children who are exhibiting difficult behavior or have high medical needs, however we are not set up for administering ongoing medical procedures, nor do our teachers specialize in Special Education or aggressive behavior.

Late pick-up: Parents who do not pick up by 6 pm will be charged a late fee of \$2 per minute late, to be paid by Venmo to @_____ at the time of pick up.

Guide to enrollment at SonrisaLanida:

- Complete your child's profile on SmartCare and pay the \$250 registration fee. This fee holds your child's spot at the school and *is not* refundable if you choose not to enroll.
- Pay the \$250 supply fee. This fee *is* refundable for up to 14 days if you choose not to enroll.

*Parents have seven days to set up their child's LineLeader profile and pay the registration and supply fees before the administration will release the spot to the next family on the waiting list.

**Please email or call the school if you need help with the program or have any questions at all.

- Download the forms on LineLeader. The school will need printouts of these forms to complete your child's paperwork at the school. These forms should include:
 - Admission information form
 - Class roster permission form
 - Discipline and guidance form J-800-1099
 - FARE sheet
 - SLM mosquito policy
 - Parent's Rights form 2987

To complete your child's file, SonrisaLanida will also need:

- A signed/stamped immunization form (pediatricians usually forget to sign immunization forms, but it is a health department requirement. You'll have to ask them or the office) or a notarized affidavit,
- A wellness note saying your child is healthy enough to attend school and free from communicable diseases
- For children older than 4 years of age: vision and hearing results
- Schedule a time to bring the completed paperwork and to meet their teacher! Please also bring your child to the initial teacher meetings.

***All paperwork, including the signed/stamped immunization record, wellness note, and hearing/vision test (for children older than 4 years), must be turned in to the office before the child's start date.**

I, parent or guardian of _____, acknowledge receipt of the Family Handbook and have read it.

I agree to adhere to the policies outlined in this document.

Please note: This is a working document and may be edited at any time. Families will be notified of any changes, but a new document may not be signed.

[Name, printed]

[Signature]

[Date]