



STUDENT – PARENT HANDBOOK

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Dear Blooming Parents,

The Board of Directors of Blooming tulips Montessori School would like to extend a warm welcome to the children attending our school and their families.

Every Board member believes that the growth of every child – physically, intellectually and spiritually is of utmost importance in moulding their character and personality. We believe that a character that is strong intellectually and spiritually will enable that individual to lead a successful life.

We ask that you keep the School Board in your prayers as we carefully consider all aspects of the school. The Board is ever mindful of God's blessings to Blooming Tulips by giving us the support of its parents. We are entirely grateful.

Thank you and may God bless you.

Sincerely,

Blooming Tulips Montessori School Board Members.

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BLOOMING TULIPS MONTESSORI SCHOOL

STATEMENT OF FAITH

We believe the Bible is the inspired, only infallible, authoritative, inerrant Word of God.

We believe there is only One God, Eternally existent in three persons – Father, Son, and Holy Spirit.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death, His resurrection, His ascension to the right hand of the Father and His personal return in power and glory.

We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of The exceeding sinfulness of nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved.

We believe in the resurrection of both the saved and the lost, that they are saved unto the resurrection of life and that they are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ.

We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.

BLOOMING TULIPS MONTESSORI SCHOOL

DEVELOPING GENIUSES

MISSION

The mission of Blooming Tulips Montessori is to draw out the Genius in every child. We are here to bring evident transformation through Christian infused and technologically equipped structured programs.

Exodus 31:3

And I have filled him with the spirit of God, in wisdom, and in understanding, and in knowledge, and in all manner of craftsmanship.

King James Version.

VISION

To handle preschool in a fun, loving and innovative way. Using the best resources to make our children one of the best globally.

OUR VALUES

- **Christian ethics and morals** -We believe that wisdom and understanding comes from knowing **God** and this is what we wish to instill in every child.
- **Team Work** - We believe in teamwork as working together results in a stronger organization and community.
- **Positive, Safe Environment** – We are committed to providing an uplifting and positive atmosphere for our children and staff; a fun and innovative learning experience in a secure, safe, and loving environment.
- **Leadership** – We are committed to lead; developing, mentoring, and empowering our children and our staff to reach their full potential.
- **Excellence** – We are committed to achieve the greatest levels of excellence in childcare, in education and in everything we do; being highly professional, innovative, creative, efficient, and effective.
- **Respect** – We are committed to building strong, healthy relationships with each other, our children & their families, along with the community through communication and understanding of the cultures around us.

- **Integrity** – “Integrity promotes effective relationships and assures mindful stewardship of state resources.” We are committed to inculcating this value in our children, teachers and the community at large

ADMISSION REQUIREMENTS

School admission papers must be filled out with medical information, immunization records, etc. All information should be accurate, up-to-date and submitted before the first day of attendance. Changes or additions should be provided to the school administrative office.

Upon enrollment, students and parents agree to abide by all Blooming Tulips School policies and regulations now in effect or hereinafter enacted.

Blooming Tulips Montessori School admits students of any race, color, Religion, National and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, colour, national and ethnic origin in administration of its educational policies, admission policies, athletic and other school administered programs.

ALTERNATE PICK UP POLICY

ONLY persons who are authorized on the child’s PICK UP AUTHORISATION FORM may pick up a child, unless the office is given written authorization from the parents. Any changes on authorized pick up persons must be done in office by parent. Legal documents must be on file in custody situations. To verify the identity of a person, a copy of a valid, photo identification will need to be presented.

BLOOMING TULIPS PARENT/TEACHER INVOLVEMENT

Blooming Tulips Parent/Teacher Involvement is an important aspect of our School. The teachers and parents work closely together to enhance educational opportunities for the children. We strongly urge all parents to become an integral member of Blooming family.

Parent conferences/Open House are scheduled throughout the year to provide information on topics related to a child's education.

ARRIVAL/DISMISSAL

Classes Begin

Classes Dismissed

8:00 a.m.

4:00 p.m.

Arrival

All students must be accompanied by a teacher to the appropriate room. **Parents must sign in before dropping off their kid(s).**

There will only be one lane used for picking up students. Please use the lane closest to the school building. A teacher would be at the gate to hand over students to their respective parents/guardians.

Child care is available for those students remaining after class dismissal. All students must be picked up no later than 4:30 p.m. Late pick-up charges will be assessed (see Late Pick-Up Policy)

ATTENDANCE

When student returns to school from an absence, he/she should bring a written statement on a full sheet of paper listing the dates and reason for the absence. If the absence is for a half-day, that should be stated also. This statement from home must be signed by the parent or guardian.

Children should be at school for circle time at 8:00 a.m.

Children who bring breakfast from home may eat it in the cafeteria from 7:15 – 7:50 a.m.

A student is tardy if he/she arrives after 8:30 a.m.

A child is counted present for the day if he/she arrives by 10:00 a.m. A valid doctor's excuse must be presented if a student arrives after 10:00 a.m. Without a doctor's excuse, a student may not be allowed into the classroom and will be counted absent. Teachers will contact parents when tardies and/or early check-out and/or absences become a concern for student achievement.

Attendance is an important factor in improving school effectiveness and time on task. We encourage parents to have their children arrive at school on time to avoid missing instruction.

BIBLE

Blooming Tulips Montessori School teaches God's word daily. Every subject is taught from a biblically integrated point of view. Memorization of Scripture and Bible lessons are a part of the classroom instruction. Each day begins with prayer in the classroom and at circle time.

BIRTHDAYS

All students may celebrate their birthdays during the school year. Birthday celebrations may take place during snack and the last half hour of the day or lunch. Parents have the option to bring a treat on that day. **Unhealthy snacks and hazardous play items are not allowed.**

CONCERN/COMPLAINT PROCEDURE

In everything you do, put God first and He will direct you...
Proverbs 3:6

1. If you have a concern/complaint we request that you first and foremost go to the Father for wisdom, insight and guidance. Fervent prayer will result in the betterment of our school, and thus, in the glory and growth of His Kingdom.
2. Express your concern to the appropriate person promptly. Keeping it to yourself can cause ill feelings. Jesus says that we cannot properly worship or serve God if there is a disagreement between yourself and someone else (Matthew 5:23-24).
3. Do not broadcast your complaint. Unneeded worry, harm and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem.

If a parent or student has a disagreement with the school staff, the following procedure should be pursued to resolve the problem (based on the Matthew 18 principle):

1. Parent should request a conference with staff member involved.
2. If agreement as to resolution of the problem is not reached, the parents and staff member should request a conference with the Director;
3. If at any time the school determines, in its sole discretion, that the parent/guardian's actions do not support the ministry, or reflect a lack of co-operation and commitment to the home

and school working together, the school has the right to request the withdrawal of the child(ren).

CONFERENCES

Parent-teacher conferences are scheduled once every academic year***. Character development, attitudes, study habits and academics are discussed. The conference is a valuable opportunity for parent and teacher to meet and discuss the well-being of the student. It is imperative that child care arrangements be made so that no interruptions occur.

Parents are encouraged to communicate frequently with the teacher concerning any needs of the child. Parents or teachers may request a conference at any time. Conference times are to be scheduled in advance. Blooming Tulips feels it is necessary for the home and school to work positively together to help the child grow in all areas.

CURRICULUM

The basic academic program of Blooming Tulips Montessori School is designed to give students a firm foundation in reading, phonics, mathematics, writing, science, physical education, and music. The curriculum integrates instruction with moral values, Christian principles and strong academic emphasis.

SCHOOL RULES

1. Listen when others are talking;
2. Follow directions;
3. Keep hands, feet, and objects to yourself;
4. Work quietly and do not disturb others;
5. Show respect for school and personal property;
6. Work and play in a safe manner.

DRESS CODE

1. Uniforms must be the appropriate size for the student and must not be torn or faded.
2. ALL students must maintain neat and clean hair.
3. Boys' and girls' shirt tails must be tucked in at all times. Belts must be worn with pants/shorts having belt loops.

4. Designs on lunch boxes and backpacks must be appropriate. NO violent designs are acceptable.
5. Tennis shoes are a requirement for all students for playground/P.E. safety. Shoes must be tied at all times.
6. ALL student's clothing and lunches should be labeled with the student's name to facilitate the return of items to the owners.
7. Girls may not wear jewelry that may pose a distraction or danger. Boys cannot wear earrings.
8. Make-up is not allowed for students.

Teachers will check daily to see that each student is in compliance with school dress code.

HEALTH SERVICES

Our health services include the following: vision and hearing screening and head lice checks. Parents should notify the school administrative office of all cases of communicable diseases, such as mumps, measles, etc. Notices of exposure to these diseases will be posted and sent to parents. Also, notification is necessary if your child has head lice. As soon as the school is made aware of this situation, students in the classroom/grade level will be checked for head lice.

Illness

Parents, **please do not send your child to school if he/she has had fever, diarrhea or vomiting within the last 24 hours.** If your child exhibits any of the above symptoms you will be contacted and asked to pick up your child. Be sure that your child is well before sending him/her to school. If a child is not feeling well, that child should be kept home and brought to school later if not ill. Both parents and teachers must work together to protect the healthy children at school.

Illness and exclusion criteria

Ill children will not be admitted for care if one or more of the following exists:

The illness prevents the child from participating comfortably in activities including outdoor play;

The illness results in a greater need for care than staff can provide without compromising the health, safety, and supervision of the other children in care;

The child has one of the following, unless medical evaluation by a health-care professional indicates that you can include the child in activities:

- Oral temperature of 101 degrees F. or greater, accompanied by behavior changes or other signs or symptoms of illness;
- Armpit temperature of 100 degrees F. or greater, accompanied by behavior changes or other symptoms of illness; or
- Symptoms and signs of possible severe illness such as 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
- 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.

Medication

- Parents must sign an authorization and include times for employees to administer each medication dosage according to label directions; students are not permitted to carry medication of any kind to or from school. (Prescription or over the counter)
- The medication must be in the original container labeled with the child's full name and the date brought to the child-care center;
- Medication must only be administered in amounts according to the label directions or as amended by a physician;
- Medication will not be administered after its expiration date.
- If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child's health-care professional may sign a medication authorization allowing administering the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms to watch for. After administering the medication, it will be documented in the child's record.

Immunizations

It is the parents' responsibility to obtain any required immunization as it becomes due. If your physician has reason not to give the immunization, parents must submit a written statement from the physician explaining why. Failure to provide the required health information within time limits given will result in a request that you remove your child from school. All students must have proof on file in conformance to the immunization requirements of this country.

Limitations of School Personnel

Providing medical care is the responsibility of the parent(s) and cannot be assumed by the school. Provision of first aid by school personnel is limited to injuries or illnesses that occur while the student is involved in school-related activities.

Emergencies

If a child becomes ill while in school the staff will:

Contact the parent to pick up the child;

Care for the child apart from other children;

If critical illness or injury requires immediate attention of a physician, the staff will:

1. Contact emergency medical services.
2. Give the child first-aid treatment needed.
3. Contact the physician identified in the child's record.
4. Contact the child's parent.

HOMEWORK

Homework is an essential part of the school program and is given regularly on Tuesday, Wednesdays and Fridays. Homework is given for reinforcement and to help develop skills. Please assist your child in seeing that homework is completed. All students will purchase a daily report book to assist the child and parent(s) in knowing exactly what their wards are doing at School. The assignment books will be billed to account.

Homework must be turned in at the beginning of class the day it is due. The only excuse for late homework is the student's illness or a written note stating a family emergency which prevented the homework from being done. No phone calls to parents about missing homework will be allowed. When an absence occurs, the teacher determines which assignments need to be made up and how much time will be allowed to turn in work.

LATE PICK-UP POLICY

A minimum \$30.00 late fee will be charged for each child remaining at school past 5:00 p.m.

Late Pick up charges as follows:

5:01 – 5:30 p.m. - \$ 30.00

5:31– 6:00 p.m. - \$40.00

6:00 pm and beyond - \$ 60.00

MEALS

- **Students may bring lunch every day or pay monthly.**
- **A menu will be sent home each month from the school office.**
- **Unhealthy snacks and beverages are not allowed.**

DAILY REPORT BOOK

Communication to parents of students is done through a record book marked “**daily report book**” which is sent home every day and needs to be returned the following day. This book contains all pertinent daily information.

PARENT INVOLVEMENT

Occasions that will be celebrated are: Daddy’s donut drop off, yellow day, carols day, career day.

ROOM PARENTS/INVOLVEMENT

We would love for every parent to be a room parent and be involved in some way in the class parties or field trips. We understand that a large percentage of the parents of our students work and we value any contribution you can make to your child’s class.

SCHOOL OFFICE

School office hours are 6:30 a.m. to 5:30 p.m. Parents visiting the school for any reason other than dropping off or picking up students, **must** first report to the office. DO NOT go directly to the classroom.

ALL OTHER VISITORS (other than parents or vendors) MUST BE APPROVED BY THE DIRECTOR. This is for the safety and well-being of all the students. It is also to protect valuable teaching time from being interrupted.

IMPORTANT! If you have a change of address, home/cell/business phone number, or place of work, please notify the office immediately at **0303408848**. Equally important is to notify the office of a change in phone number of a person to contact in case of emergency or authorized release of persons.

SPECIAL DRESS DAYS

There are a variety of special dress days during the year that are fun.

These special dress days may vary from year to year. Some favorites include the following: Yellow Day, Creativity Day, Career Day, etc.

TOYS

NO weapons (toy or real), personal play items, or electronic devices may be brought to school. Any of these articles will be turned into the office and released only to the parent. This may be amended to accommodate tablets and/or e-readers later in the year. You will be notified if and when your student will be allowed to bring these electronic devices.

TRANSFERS & WITHDRAWALS

Any child leaving Blooming Tulips to another school must have parent fill out a school withdrawal form and will be furnished with a report card and a copy of the health record. A copy of the permanent record will be sent to the receiving school upon request.

All withdrawals must be completed in the school office.

No refunds will be given for tuition and instructional fees if a student withdraws from school

TUITION AND EXTENDED CHILD CARE PAYMENT POLICY

A statement for tuition and extended child care charges will be sent home at the end of each term with the payment due on the first week of the term. The full amount of tuition is due after the first week of each term in order to retain the student's place in his or her class, even if the child will be absent for an extended period of time for any reason. If the amounts billed are not paid when due, the collection policies established by the School will be applied.

These policies regarding past due amounts are as follows:

- A GH¢50.00 administrative fee will be assessed if the tuition fee is not received in the school office on or before the first week of re-opening. Payments that are mailed (mobile money, bank draft etc.) to and received in the school's mailbox after the first week of the term will be subject to the GH¢50 administrative fee.

- If a family is facing a financial hardship, we encourage our parents/guardians to come to the office of the school to discuss other arrangements to handle tuition and extended child care charges. The school will provide a form on which any agreement must be evidenced in writing, and signed by the parents/guardians, and acknowledged by the school. Full payment must be received within the stipulated period, or a written agreement executed concerning payment of delinquent accounts, by the 30th of the month in which the fees are due. Any amounts past due more than 3 months may be pursued for collection through any collection means approved by the Blooming Tulips School Board.

ADDENDUMS TO POLICY – Effective January 2020

Board Meeting Participation Procedures: Anyone wishing to address the Blooming Tulips Board may do so by following the stated procedures.

1. Anyone who wishes to address the board must notify the school director or the board president, at least two weeks prior to the scheduled board meeting so as to be placed on the agenda and must state the reason for wishing to address the board. If a parent is unwilling to do so, then they forfeit any right to address the board.
2. Those following the proper procedures written above will be given five minutes of floor time to address the board and may only speak about what was stated when they were giving notice to be placed on the agenda.
3. Issues, concerns, or anything brought to the board through the proper procedures stated above will be heard by the board but may not receive immediate attention or discussion at the board meeting.
4. If person addressing the board does not keep to their specific topic that was placed on the agenda, speak out of turn, or become unruly, or disrespectful to anyone present including but not limited to board members, the director, or other parents will be asked to leave the meeting immediately. These behaviors and actions will not be tolerated, as they are very disruptive to the meeting.
5. This is a reminder that all conversations and actions in the open session meeting is recorded by the acting secretary for the meeting's minutes.

EXTENDED CARE ADDENDUM

II. Procedure for release of children

- A. Only persons who are authorized on the child's application may pick up a child unless the office is given oral/written authorization from the parent.
- B. To verify the identity of a person authorized to pick up a child, but whom the care giver does not know, one of the following will be used:
 1. Copy of a valid photo identification or
 2. Recording the driver's license number and car tags.

III. Illness and exclusion criteria

Ill child will not be admitted for care if one or more of the following exists:

- A. The illness prevents the child from participation comfortably in child-care center activities including outdoor play.
- B. The illness results in a greater need for care than care givers can provide without compromising the health, safety, and supervision of the other children in care.
- C. The child has one of the following, unless medical evaluation by a health-care professional indicated that you can include the child in the child-care center's activities:
 - 1. Oral temperature of 101 degrees F. or greater, accompanied by behavior changes or other signs or symptoms of illness;
 - 2. Underarm temperature of 100 degrees F. or greater, accompanied by behavior changes or other symptoms of illness;
 - 3. 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;
 - 4. 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.

IV. Procedure for dispensing medication

- A. Parents must sign an authorization and include times for teachers to administer each medication according to label directions.
- B. The medication must be in the original container labeled with the child's full name and the date brought to the child-care center.
- C. Medication must only be administered in amounts according to the label directions or as amended by a physician.
- D. Medication must be administered only to the child for whom it is intended.
- E. Medication will not be administered after its expiration date.
- F. If a child has a periodic and recurring medical problem, such as headaches, asthma attacks, or allergic reactions, the parent or the child's healthcare professional may sign a medication authorization allowing administering the medication when symptoms occur for up to a six-month period. The authorization must include information on symptoms for which to watch.
- G. After administering the medication, it will be documented in the child's record.

V. Procedures for handling medical emergencies

The School will:

- A. Contact the parent to pick up the child.
- B. Care for the child apart from other children.
- C. Give appropriate attention and supervision until the parent picks the child up.
- D. Give extra attention to hand washing and sanitation if the child has diarrhea or vomiting.

If critical illness or injury requires immediate attention of a physician, the care giver will:

- A. Contact emergency medical services.
- B. Give the child first-aid treatment or CPR when needed.

- C. Contact the physician identified in the child's record.
- D. Contact the child's parent.
- E. Ensure supervision of other children in the group.

VI. Procedure for parental notifications

Emergency/Medical situations

- A. Parents will be notified immediately after a child:
 - 1. Is injured and the injury requires medical attention by a healthcare professional. *
 - 2. Has a sign or symptom requiring exclusion from other children.
 - 3. Has been involved in any situation that placed the child at risk.

- B. Parents will be notified of less serious injuries when the parent picks the child up from the child-care center requiring first aid treatment by employees.

*An Incident/Illness Report will be provided for parent signature within 48 hours.

Activity Plans

An activity plan outlining the daily routines and specific activities will be posted where parents can see it. They are available for review for three months upon request during hours of operation.

VII. Discipline and guidance practices

Discipline will be:

- A. Individualized and consistent for each child.
 - B. Appropriate to the child's level of understanding.
 - C. Directed toward teaching the child acceptable behavior and self-control.
2. A Teacher may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
- A. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
 - B. Reminding a child of behavior expectations daily by using clear, positive statements.
 - C. Redirecting behavior using positive statements.
 - D. Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.
3. There must not be harsh, cruel, or unusual treatment of any child.
4. The following types of discipline and guidance are **prohibited**:
- A. Corporal punishment or threats of corporal punishment.
 - B. Punishment associated with foods, naps, or toilet training.
 - C. Pinching, shaking or biting a child.
 - D. Hitting a child with a hand or instrument.

- E. Putting anything in or on a child's mouth.
- F. Humiliating, ridiculing, rejecting, or yelling at a child.
- G. Subjecting a child to harsh, abusive, or profane language.
- H. Placing a child in a locked or dark room, bathroom, or closet with the door closed.
- I. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

VIII. Meals and food service practices

Parents must sign a statement saying that the parent is choosing to provide the child's meals and/or snacks and that the parent understands the School is not responsible for its nutritional value or meeting the child's daily food needs.

We will provide safe and proper storage and service of individual meals and snacks. Meals and snacks provided by parents are not shared with other children.

IX. Immunization Requirements

1. Each child enrolled or admitted to the School must meet applicable immunization requirements specified by the Ghana Health Service.
2. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.

XII. Enrollment procedures (including how and when parents will be notified of policy changes).

The following information must be obtained before admitting a child to school:

- A. The child's name and birth date
- B. The child's home address and telephone number
- C. Date of child's admission to the child-care center
- D. Name and address of parent(s)
- E. Telephone numbers at which parent(s) can be reached while the child is in care
- F. Name, address, and telephone number of the child's physician and emergency care facility
- G. Names and telephone numbers of persons other than a parent to whom the child may be released
- H. Authorization to obtain emergency medical care and to transport the child for emergency medical treatment
- I. A statement of the child's special problems or special care needs. This includes, but is not limited to, allergies, existing illness and injuries, hospitalizations during the past 12 months, and any medications prescribed for continuous, long-term use.
- J. Parents will be notified in newsletter/letter of any changes to policies and enrollment agreement. An updated policy must be signed and dated.

XV. Procedure for Parents to visit school to observe child, operation, or activities (without prior approval)

Parents are always welcome to visit the school. They must register at the office before visiting any classroom. Office staff/director may accompany any parent who is visiting their child during the school hours of operation to and from child's group. The director may limit the amount of time a parent spends at the school. Arrangements must be made for siblings to visit the school.

