

Park Cities Day School

4011 Inwood Rd

Dallas, Texas 75209

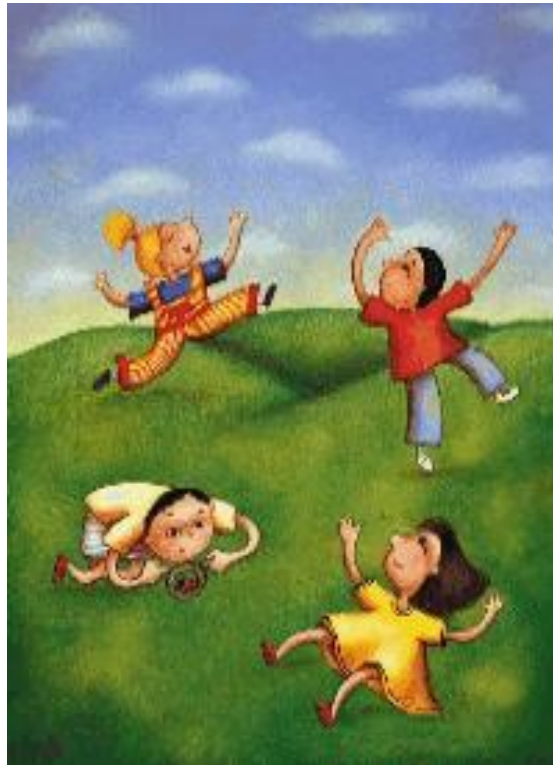
(214) 350-2503 fax (214) 350-9976

Email: www.pcdayschool@sbcglobal.net

Website: www.parkcitiesdayschool.net

Director: Karol Fuget

Asst. Director: Tammy Davis



PARK CITIES DAY SCHOOL

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Mission Statement

To provide affordable and quality childcare with an emphasis on Montessori teaching while promoting diversity in cultural, ethnic and economic backgrounds.

Dear Parents,

Choosing a childcare center for your child is the most important decision you will be likely to make. I made the choice to join Park Cities Day School over ten years ago as an instructor. I have never looked back and questioned this extremely hard decision. Park Cities Day School is the most nurturing childcare option available anywhere in the Dallas area!

I know the choice is a difficult one, but rest easy; Park Cities Day School has been a safe and loving place for children for over 31 years.

If you have any questions or concerns please feel free to call me or stop by.

Thank you for you interest in Park Cities Day School.

Sincerely,

Karol Fuget

Parent and Director
Park Cities Day School

Introduction

Park Cities Day School has its beginnings in a school called Montessori School of the Park Cities. The school was founded in 1975. In 1999 the school restructured with a new parent board and renamed the school Park Cities Day School.

Park Cities Day School (PCDS) is a non-profit school for children ages 6 weeks to 5 years. PCDS offers quality childcare for your child with educational curriculum starting at 12 months.

Our curriculum is Montessori based with traditional influences. Our teachers guide the children to think and examine their choices in the classrooms, developing at his/her own speed and according to their own capabilities. Observers are always struck by the calmness that prevails in our classrooms. This is a result of a discipline the child imposes on himself. The children move themselves toward learning naturally or instinctively.

Our goal at Park Cities Day School is to introduce our children to the joy of learning at an early age in a very loving and nurturing environment.

We have and will always be dedicated to the children of PCDS first and foremost, remaining a non-profit school serving Dallas and the surrounding communities.

Faculty

The director of PCDS is Karol Fuget. Karol was promoted to the position of Director in December of 2000, after teaching at PCDS for over ten years and an active member of our board.

Our faculty consists of 14 teachers, many of whom have been with the school several years. PCDS has always been proud of its long-term staff and low turnover rate. This provides great stability for our children and a loving family environment. Teachers will schedule parent conferences twice a year. Our teachers are trained in first aid and CPR. Our teachers also attend childcare related training workshops.

Classrooms

Newborn Room

The infant room at PCDS is for children 6 weeks to approximately 8 months of age.

When a child has learned to crawl, or become mobile we move the child to our Infant 1 room. Miss Abby, the lead teacher in the Newborn room has been with the school for over 8 years and loves babies!

PCDS Ratio 4:1

State of Texas Ratio: 4:1

Infant I Room

The Infant I room is for children approximately 8 to 12 months of age.

The infant teachers provide activities for the infants on a daily basis that is in accordance with the child's development level. Tracking objects, facial gesture imitation, grasping, pulling up, experiencing outdoors, and listening to music are just a few activities provided for our babies. There is a lot of loving in the infant room!

PCDS Ratio 4:1

**State of Texas
Ratio: 4:1**

Infant II Room

The Infant II room is for children approximately 12 to 18 months old. Our curriculum starts in this room and includes teaching colors, numbers, shapes, increasing vocabulary, and art projects. We have two teachers in this room:

PCDS Ratio 5:1

State of Texas Ratio: 5:1

Toddler I Room

As the toddler continues to mature, they are moved into our Toddler I room. The age is approximately 18 months to 2 1/2 years. It is here that they become familiar with toilet training and reinforce the basic learning of the infant 2 room. They continue to work on colors, numbers, shapes and counting.

They begin to have a more structured day preparing them for our 2-year-old room, which is a more traditional Montessori environment. Miss Tammy is the lead teacher has been with the school for over 17 years.

PCDS Ratio: 6:1

State of Texas Ratio: 9:1

Toddler II Room

In Toddler II they have a more structured day, and continue to build on their learning. This includes both group and teacher lead activities. They also work on daily living skills, puzzles, social skills, language, art and music. It is here that they begin to work on toilet training. The Toddler II room is for children approximately 2 ½ to 3 ½ years of age. Miss Kip is the lead teacher and has been with the school for over 8 years.

PCDS Ratio: 9:1

State of Texas Ratio: 13:1

Preschool

The preschool class is for children approximately 3 1/2 to 5 years of age. The teachers work with the children in the traditional Montessori areas: Practical life, sensorial math, language and geography. PCDS also uses traditional teaching methods at this level as well. Each child has their own workbook, which helps to reinforce the lessons that they are learning. Miss Judy is the lead teacher and has been with the school for over 9 years.

Preschool PCDS Ratio: 10:1

State of Texas Ratio 17:1

Non-discrimination Policy

Applications for enrollment are accepted without regard to race, religion, sex, or national origin.

Discipline

Discipline and guidance must be consistent and based on understanding of the needs and developmental level of the child. We feel that children should be guided towards acceptable behavior.

Clothing

Your child will experience a variety of activities while at our center. Simple clothing that is washable will allow your child to participate comfortably in playground activities and messy art projects. Each child is required to keep an extra set of clothes here in case of an accident. For the safety of the children we ask that all children come to school in rubber soled shoes. No boots, or open-toed shoes allowed.

Watch Me Grow / Internet viewing

The Watch Me Grow system allows you to view your child's classroom over the Internet. There are two cameras per classroom. The cameras are positioned to provide privacy in the diaper changing areas. The school and classroom are not identified in any way on the Internet. Each classroom is assigned an animal name. You are assigned a username and password. This username and password will only allow you access to the animal name of your child's classroom. You can provide a list of people authorized to have your username and password. Watch Me Grow changes the classroom name and username on occasion to provide additional security. Watch Me Grow will send an email to all members of your access list with the room and username changes. Watch Me Grow will provide support to anyone on your list. Grandparents love it!! See Karol for the paperwork.

For more information see: www.watchmegrow.com Or call 1-800-483-5597

Outdoor activities

Weather permitting the children in the infant 2 and above, have plenty of time to play outside. The play areas are divided by age. Please remember all kids should be in closed-toed shoes at all times and no boots.

Optional activities

These optional classes are held at the school. There is an additional charge for these classes.

- Gymnastics classes are available for children ages 2 $\frac{1}{2}$ to 5 years.
\$40 per month, each Tuesday.
- Computer classes are available each Thursday for children ages 3 $\frac{1}{2}$ to 5 years
\$30 per month.

Parent Involvement

PCDS is run by a board of directors, composed of parents of enrolled children. The board holds regular meetings at the school at 6 PM on the 2nd Tuesday of every month. Parents are welcomed and encouraged to attend. Childcare is normally available but must be reserved in advance.

As we are a non-profit school we rely on parents to volunteer periodically with fundraising, workdays and other activities as necessary. There are several special parent committees including finance, legal, operations, facilities, fundraising and the welcoming committee. If you are interesting in assisting a committee please let Karol know.

The school also has fun activities like family picnics and carnivals! New ideas for school activities are always welcome! Parents are always welcome to drop by the school to visit with their child.

Donations

PCDS is a non-profit school. Any donations that are made to the school are tax deductible and a tax receipt can be provided. The teachers and children always welcome new (or gently used!) books, toys, etc. Please check the bulletin board for the wish list!

Tom Thumb: Please have the cashier attach code number 4282 to your reward card. Tom Thumb will donate a portion of your total to the school.

Recycling: Paper: Please bring recyclable paper to the paper dumpster in the parking lot. This generates income for the school.

Grocery bags: The teachers always welcome extra plastic grocery bags.

ADDITIONAL INFO AND POLICIES

Hours of Operation

PCDS is open from 7:00 am - 6:00 pm Monday thru Friday, with the exception of the published holidays and teacher workdays.

Date Night!

The school offers a Date Night twice a month. You can drop your children off any time after 5pm and pick them up any time prior to 11pm. Reservations are required and prepayment is required by the prior Thursday. The sign up sheet is on a clipboard by the front door.

The fee is \$40 for one child, \$50 for two children, and \$60 for three children. Please place cash in the red tuition box with your child's name on the envelope. This pays the teacher's salary for the evening, therefore it is non-refundable. There is one classroom for the infants and one classroom for the older children during date night, so space is limited. Tips are always welcomed!

Illness Policy

If you are called to pick up your sick child, please pick the child up as quickly as possible.

In accordance with the State of Texas regulations, you will be called to pick up your child under the following circumstances:

- Fever of 100.00 or greater

- Vomiting

- Diarrhea, 3 or more instances

- You child has any other communicable diseases or symptoms

-Or-

- At the teacher's discretion

Your child will not be able to return to school for at least 24 hours unless you bring in a statement from your child's physician stating that the child is not contagious.

Medication Policy

Prescription medications

Prescription medications must be in the original container with the prescription label intact. The label must be labeled with the child's name and the proper dosing instructions.

Medical equipment

A letter from the prescribing physician must be on file with detailed instructions on the use of any medical equipment, including breathing machines that the staff will need to administer to your child.

Non-prescription medications

Due to the State of Texas regulations, the staff cannot administer any Non-prescription medications without a note from your child's physician stating the name of the medication and the dosage to be given. This includes but is not limited to, Tylenol and Advil, Oragel and cold/cough medicines.

If you would like the staff to administer non-prescription medications to your child, a form is included in this

packet that includes all the necessary information. Please have your child's physician determine the proper dosages, sign and return the form. Please have the child's physician update this form periodically as the dosage can change due to your child's age and/or weight.

The form can be faxed to the school at (214) 350-9976

MONTESORI EDUCATION

MARIE MONTESSORI

Marie Montessori was born in Italy on August 31, 1870. She was born to a well respected family and was expected to grow up to fulfill the traditional role of the Italian women. Instead she pursued an advanced degree at the University of Rome and became the first woman physician to graduate in Italy. Her interests drew her to work with children, initially those who were disadvantaged and had special needs.

Because she was an anthropologist, Montessori's decisions about working children were made by observing them first. She was not trained as an educator and thus her decisions were based upon watching what children did and what they were attracted to. Through her observation and trial and error, she developed what became known as the Montessori Method of education. It was radical departure in Montessori's own time she did not place children in restricting environments, but instead designed the environment to reflect the children. Tables and chairs were child-sized and materials were placed on low shelves to be readily accessible to the students. In addition, many of the skills were designed to teach children how to become more independent and do things for themselves.

Marie Montessori continued throughout her life to work for the betterment of the lives of children, founding training centers for teachers and dispersing this method of education throughout the world. During her later years her focus became centered on educating children to promote the principles of peace. Her legacy has been the establishment of Montessori schools around the world, which promote the cause of the child as a citizen of the world.

MONTESORI EDUCATION

Montessori education is a system for the education of children from birth through age 18. It is based upon principles developed by Dr. Maria Montessori throughout her life.

The focus of this system is the development of materials, educational techniques, and observations which support the natural development of children. The teacher in a Montessori classroom serves less as an "instructor" and more as a guide and facilitator. Children are encouraged to "learn how to learn," thus gaining independence and self-confidence. Because the method is based upon developmentally appropriate activities, the child often learns through the process of education-by doing.

The Montessori school is designed to accommodate various stages of development in children

which occur in roughly 3-year cycles. From birth to 3 years of age the child is observing directly from the environment, almost as a sponge. It is during this phase that many language and motor skills are acquired without formal instruction. During the second phase from 3 to 6 years of age, the child reaches a different stage in which repetition and manipulation of the environment are critical to the development of concentration, coordinating, independence, and a sense of order. The child learns skills for everyday living, sorting, grading, classifying—all of which lead to the development of writing, reading, and mathematical mind.

When the child reaches the next phase of development, ages 6 to 9, the imagination of the child is the key to learning. At this age there is an increasing awareness of the world and an interest in its wonders. The classroom can now excite the child by using this increased imagination to explore the universe. During this phase the child is presented with the big picture, an overview of the interrelatedness of things. The curriculum works from the large concept to the more refined. Concepts are introduced through hands-on materials which encourage and engage the child and assist in an understanding of concepts before they are committed to memory. As the child enters the next phase, from 9 to 12, the world is an ever expanding place. The horizons of the imagination increase and concepts may be presented and abstracted with fewer manipulative materials. The student's hands-on activities broaden in scope and include practical application outside the classroom projects become more involved and diverse in nature.

Because the child goes through these various stages, Montessori classrooms are organized into 3-year age groupings. This allows a greater flexibility in meeting each child's individual needs and permits the child to develop with fewer social transitions. The environment becomes the "teacher," with the child as the initiator of his/her own education.

The Montessori approach to education was re-introduced in the United States around 1960. By today's estimates, there are at least 4,800 Montessori schools in the country, serving some 400,000 children from infancy through secondary levels, in both public and private settings.

Special training is required for becoming a Montessori teacher, Montessori teacher education is available in almost 100 institutions located throughout the U.S. and an additional number in other countries of the world, in both special-purpose institutions and college/university settings. An organization formed in 1991, the Montessori Accreditation Council for Teacher Education (MACTE), offers an accreditation process for Montessori teacher preparation courses and is supported by nine Montessori professional organizations and a group of independent training programs.

Park Cities Day School

(214) 250-2503 phone

(214) 350-9976 fax

Enrollment Information

Classroom: _____ Tuition \$ _____

Date: ___/___/____ Starting date: ___/___/____

Child's name: _____
Last, first, middle initial

Date of birth: ___/___/____ Home phone: (____) _____

Child's address: _____
_____, TX zip _____

Parent's or Guardians names: _____

Address if different: _____

Telephone numbers (including area codes) where parents/guardians may be reached while the child is in school. Please list all applicable numbers including work number, cell, and pager:

Mother/Guardian: Employer/Occupation: _____

Phone: _____ Mobile: _____ Pager: _____

Email: _____

Father/Guardian: Employer/Occupation: _____

Phone: _____ Mobile: _____ Pager: _____

Email: _____

If the parents/guardians cannot be reached who should be contacted in case of emergency.

Name: _____

Relationship: _____ Phone Numbers: _____

Persons authorized to pick up my child other than parent/guardian:

For your child's protection you must advise the school in advance that this person will pick up your child.

Name: _____ driver's license: _____

Phone numbers: _____

Name: _____ driver's license: _____

Phone numbers: _____

Name: _____ driver's license: _____

Phone numbers: _____

Additional Information:

Please list any health issues such as allergies, existing illnesses, previous injuries, etc. that the school should be aware of:

Water activities: I ___ give ___ do not give consent for my child to participate in water activities, with proper supervision by staff members of PCDS:

___ splashing pools

___ wading pools

Park Cities Day School

(214) 250-2503 phone

(214) 350-9976 fax

Authorization for Emergency Medical Treatment

In the event that I cannot be reached to make arrangements for emergency medical treatment for my child, I authorize staff members of Park Cities Day School to take my child to:

Name of licensed Physician: _____

Phone: (____) _____

Address: _____

Hospital treatment: I authorize staff members of Park Cities Day School to take my child to: (*check all that apply*)

Closest Hospital: St. Paul's Medical Center, 5909 Harry Hines, Dallas, TX 75235 (214) 879-2709 and/or

Children's Hospital: Children's Medical Center, 1935 Motor St, Dallas, TX 75235 (214) 456-7000 and/or

Hospital: _____

Address: _____

Phone: (____) _____

Determined by Emergency Medical Personnel

I give consent for necessary emergency treatment for my child at this physician's office and/or hospital.

Parent/guardian signature: _____

Date: __/__/____

Park Cities Day School

(214) 250-2503 phone

(214) 350-9976 fax

Health Requirements Form

Statement of health:

Child's name: _____

Last, first, middle initial

Please check one of the following:

- Physician's statement: I have examined the above named child within the last 12 months and find that he/she is physically able to take part in the daycare program.

Physician's signature: _____ Date: __/__/____

- Parent's statement: My child has been examined within the last 12 months by a licensed physician and is physically able to participate in the daycare program.

Name of child's physician: _____

Address: _____

Phone: (____) _____

Signature of parent/guardian: _____ Date: __/__/____

Park Cities Day School

(214) 250-2503 phone

(214) 350-9976 fax

Immunizations Form

Immunization records must be on file showing compliance with the State of Texas's minimum immunization requirements. The minimum requirements are posted on the bulletin board outside the director's office.

Varicella/Chickenpox:

If your child has not received the Varicella/Chickenpox vaccination the State of Texas requires that the following information be provided.

Child's name: _____ Date received: _____

This is to verify that _____ (name) had Varicella disease (Chickenpox) on or about _____ (date) and does not need Varicella vaccine.

Signature: _____

Relationship to student: _____

Date: _____

Physician's Name: _____ Date: __/__/_____

Signature: _____ Phone number: (____) _____

Parent's Name: _____ Date: __/__/_____

Signature: _____ Phone number: (____) _____

Park Cities Day School

(214) 250-2503 phone

(214) 350-9976 fax

Non-Prescription Medication Form

Child's name: _____ Date: __/__/____
Last, first, middle initial mm/dd/yyyy

Non-prescription medications instructions:

Administer _____ every _____ as needed for fever
Medication/amount frequency

-Or-

Administer _____ every _____ as needed for fever
Medication/amount frequency

Administer _____ every _____ as needed for cold symptoms
Medication/amount frequency

Administer _____ every _____ as needed cough
Medication/amount frequency

Administer _____ every _____ as needed for allergies
Medication/amount frequency

Administer _____ as needed for insect bites
Medication

Administer _____ as needed for teething pain
Medication

Administer _____ every _____ as needed for _____
Medication frequency

Physician's Name: _____ Date: __/__/____

Signature: _____ Phone number: (____) _____

Park Cities Day School

(214) 250-2503 phone

(214) 350-9976 fax

<u>Park Cities Day Tuition</u>		
<u>Classroom</u>	<u>Schedule</u>	<u>Monthly Rate</u>
Newborn	Fulltime	\$900
Infant 1	Fulltime	\$850
Infant 2	Fulltime	\$800 + \$60 for hot lunch
Toddler 1	Fulltime	\$775 + \$60 for hot lunch
Toddler 2	Fulltime	\$750 + \$60 for hot lunch
Preschool	Fulltime	\$700 + \$60 for hot lunch
2 days	Part time	\$400 + \$50 for hot lunch
3 days	Part time	\$500 + \$50 for hot lunch
4 days	Part time	\$600 + \$50 for hot lunch

Application fee of \$300 is non-refundable.

There is also a supply fee of \$75 due in August and January.

Half days are available from 7a-12p only.

Tuition is due on the first of the month and year round regardless of absence. A late fee of \$20.00 is charged beginning the 4th of the month; \$5.00 per day thereafter. A sibling discount of 15% is given for your children.

Park Cities Day School requires a minimum 30-day notice on removing any children from the school. Without written notice, tuition will continue to be billed and parent/guardian will be obligated for all charges accrued. There will be no cash refunds, under any circumstances.

Late Tuition Fee

Tuition is due on the first of the month. A late fee of \$20.00 will be charged on the 4th. An additional \$ 5.00 per day will be charged on the 5th and beyond, until the tuition is paid in full.

I understand the late tuition policy:

Parent/Guardian signature: _____ Date: ___/___/_____

Late pick up fee

PCDS understands that there are times that you will arrive after 6:00pm to pick up your child. If at all possible please call the school to let the teacher know that you are running late. If you pick your child up after 6:00pm you will be charged a late fee. The late fee is \$1.00 per minute, per child to the teacher that is taking care of your child. Please use the clock in the lobby to gate the late fee. Please pay this fee to the Teacher directly, in cash no later than the end of the next business day.

Parent/Guardian signature: _____ Date: __/__/____

Advance notice of removing your child from PCDS

Park Cities Day School requires a minimum 30-day written advance notice before removing any children from the school. Without written notice, tuition will continue to be billed and Parents/Guardian will be obligated for all charges accrued. There will be no cash refunds, under any circumstances.

I understand the 30-day advance notice policy:

Parent/Guardian signature: _____ Date: __/__/____

Enrollment checklist

▮ \$300.00 application fee (non-refundable)

- Enrollment Form
- Authorization for Emergency Medical Treatment Form
- Health Requirement Form
- Immunizations
- Non Prescription Medication Form
- Tuition

How to contact PCDS:

Phone (214) 350-2503 Fax (214) 350-9976

Email: pcdayschool@sbcglobal.net

Web site: www.parkcitiesdayschool.net

Texas Dept. of Family & Protective Services
(214)951-7902

Child Abuse Hotline
(800)-252-5400

