

ARIZONA CULTURAL ACADEMY

Quality education is an Islamic mandate



MONTESSORI

Parent Handbook

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1- INTRODUCTION

The ACA Montessori is a unique blend of the mission and goals of the Arizona Cultural Academy with its pure Islamic mandate with modern themes of child development and education. Thus the philosophy of Dr. Maria Montessori, a revolutionary Early Childhood Educator, combined with the strong doctrines of Islam, make this institution very special. We are here to serve the community, and to help the child attain his/her fullest potential, academically, socially, emotionally, physically and spiritually, during the early years of learning and development. This program is designed to meet the developmental needs of 2 ½ - 6 year olds. The ACA Montessori is classified as a full-day care childcare provider by the Arizona Department of Health Services and licensed by them as such.

The emphasis of our Islamic Montessori program is placed on:

1. Rearing the child with Islamic values
2. Total child development
3. Stimulating curiosity and laying a foundation for lifelong learning
4. Developing inner discipline and independence
5. Providing an environment conducive to achieve the above.

The Mission Statement of the ACA begins with “Quality Education” To assure quality in our Montessori Program, we have provided the following components to achieve this goal:

- Child Care Licensure by the State of Arizona Department of Health
- Qualified and experienced staff trained by the Association of Montessori International.
- Didactic Montessori Materials
- Child oriented Islamic-Arabic program
- Adequate adult supervision (A maximum ratio of one adult per thirteen children)
- A spacious and nurturing indoor environment
- A private, safe, supervised outdoor environment.

Thank you for the trust you have placed in our staff and the program by allowing us to nurture and guide your future hope, the leaders of tomorrow.

The ACA Montessori staff consists of:

- Directress is Wassila Bacha
- Montessori Teacher: Fatna Sirajaldin
- Early childhood Teacher: Ms Elizabeth Dekkiche
- Montessori Administrative Assistant: Patricia Jamil
- Qur'an and Arabic Teacher: Sana Banaga
- Teacher Aide: Fatima Al-Haj
- Teacher Aide: Ayenun Naher
- Facility Director: Imran Shahid

2- ACADEMIC YEAR & SCHEDULE

First Quarter	Events Aug. 10– Oct. 16
Aug. 10	First day of school
Aug. 20	Grades 1-3 Science Center Field Trip
Aug. 22	1 st Ramadhan (Ramadhan schedule starts Monday Aug. 24 *)
Sep. 5	ACA Fundraising Event (Iftar)
Sep. 7	Labor Day –No school
Sep. 14 - 22	Eid Holiday - No School
Sep. 23	School Resumes
Sep. 26	PTA Meeting at 11 AM
Sep. 29	Pre-K – K Challenger Space Center Field Trip
Oct. 7	Staff development (Early Release)
Oct. 14	PSAT – Gr. 10 & 11
Oct. 16	First Quarter Ends
Second Quarter	Oct. 19 – Dec. 18
Oct. 22	Field Trip
Oct. 23	1 st Qtr Report card sent home
Oct. 28 & 29	Parent Conference – Early Release
Nov. 03	Grades 1-3 Challenger Space Center
Nov. 10	Grades 4 –6 Science Center Field Trip
Nov. 11	Career Day
Nov. 18	Pre-K Children’s Museum Field Trip
Nov. 23	Hajj Celebration
Nov. 26 ~ 30	Eid Break/Thanksgiving – No School
Dec. 1	School Resumes
Dec. 2	School level Spelling Bee
Dec. 4	Plan/Explore Test – 8 th ~ 10 th Grade
Dec. 18	Second Quarter Ends – Regular school day
Dec. (TBA)	ACA Festival
Dec. 21 – Jan. 1	Winter break
Third Quarter	Jan. 4– Mar. 12
Jan. 4	School resumes
Jan. 5	Staff development (Early Release)
Jan. 8	2 nd Qtr Report card sent home
Jan. 9	PTA Meeting at 11 AM
Jan. 12	International Day
Jan. 18	M.L.K./Civil Rights Day -No school
Jan. 20	Grades 9-12 Biosphere Field Trip
Feb. 9	Grade 1-2 Children’s Museum Field Trip
Feb. 11	Grade 7-8 Science Center Field Trip
Feb. 12	N(J)HS Induction Ceremony
Feb. 17	School Quran Competition
Mar. 2	Grades 4 -5 Challenger Space Center Trip
Mar. 7	Annual Board – Parent Meeting
Mar. 12	Third Quarter Ends
Mar. 15 – Mar. 19	Spring Break – No school
Fourth Quarter	Mar. 22 – May 25
Mar. 22	School resumes
Mar. 24	Grades 6-8 Challenger Space Center Field Trip
Mar. 26	3 rd Qtr Report card sent home
Mar. 27	PTA Meeting at 11 AM
Mar. 31	Parent conference – Early Release
Apr. 1	Staff Development – Early Release

Apr. 6	Grades 3-4 Children's Museum Field Trip
Apr. 11	Annual Board – staff Meeting
Apr. 13 ~ 16	Stanford Test 3 rd – 12 th Grade
Apr. 21	Grades 9-12 Katchner Caves Field Trip
Apr. 23	ACA Marketplace (Business Project) 5 & 6 Grade
Apr. 24	AZ State Quran Competition
May 6	Arabic Day
May 21 & 22	Book Return Event held by PTA
May 24	Mont. & Elem Graduation Party
May 25	Middle & High School Graduation Party – Last Day of School
May 28	Last Day for Teachers

Ramadan: ACA reserves the right to alter school operating hours during this month. Parents will be informed of hours of operation and any schedule changes prior to the start of Ramadan.

HOURS OF OPERATION

The ACA Montessori regular hours of operation are Monday through Friday from 8:00am to 3:10pm.

DAILY ACTIVITY SCHEDULES

Daily Montessori Activity Schedule – Room 1

8:00 – 8:20 am	free time
8:20 – 8:45 am	Quran, Arabic (circle time)
8:45 – 9:00 am	group snack
9:00 – 11:30 am	group and individual lessons and self directed Montessori activities
11:30 – 12:00 pm	circle time
12:00 – 1:00 pm	lunch-time/story time
1:00 – 1:45 pm	free time/play ground if weather permits
1:45 – 2:50 pm	group and individual lessons and self directed Montessori activities
2:50 – 3:00 pm	group snack
3:00 – 3:10 pm	short circle-time and line up for dismissal

Daily Montessori Activity Schedule – Room 2

8:00 – 8:15 am	free time
8:15 – 8:35 am	Quran, Arabic (circle time)
8:35 – 8:50 am	group snack
8:50 – 11:15 am	group and individual lessons and self directed Montessori activities
11:15 – 11:45 am	lunch time
11:45 – 12:20 pm	free time/playground if weather permits
12:20 – 1:30 pm	quiet/nap time free time/play ground if weather permits
1:30 – 2:50 pm	group and individual lessons and self directed Montessori activities
2:50 – 3:00 pm	group snack
3:00 – 3:10 pm	short circle-time and line up for dismissal

Daily Montessori Activity Schedule – Room 3

8:00 – 8:10 am	free time
8:10 – 8:25 am	Quran, Arabic (circle time)
8:25 – 8:40 am	group snack
8:40 – 10:45 am	group and individual lessons and self directed Montessori activities
10:45 – 11:15 pm	free time/playground if weather permits
11:15 – 12:00 pm	lunch-time

12:00 – 1:30 pm	quiet/nap time
1:30 – 2:50 pm	group and individual lessons and self directed Montessori activities
2:50 – 3:00 pm	group snack
3:00 – 3:10 pm	short circle-time and line up for dismissal

3- ADMISSION

Requirements

- The child must be at least two and a half years of age
- The child must be toilet trained and weaned

The Montessori will only accept new students in August and January within two weeks of the semester start date. If we have spaces available after the Winter Break in January any new children will have to be observed for 3 days in our classroom before being accepted into the program. We cannot accept 5 year olds in January.

PROMOTION TO GRADE 1

The cut- off date for promotion to Grade 1 is: December 31. Any child who turns 6 after December 31 and has not spent at least 3 years in the Montessori will not be considered for promotion to Grade 1. Children may be academically ready but will find it difficult to sit in a large class and concentrate. Younger children tend to need to be re-directed to task and this takes time away from lessons. In first grade the children are expected to make trips- to get water, use the restroom, or go to the office by themselves unaccompanied. The children in first grade need to be responsible and relatively independent.

Exceptions might be made on individual basis about the duration of time the child has spent in the Montessori after taking into consideration academic and social readiness.

CHILDREN WITH SPECIAL NEEDS

ACA Montessori does not have staff trained in special education or special services. If the Directress, after observing the child in the classroom believes the child will benefit from being in our Montessori with minimal accommodations and the child meets admission requirements then the child may be admitted. Any IEP services needed are not the responsibility of ACA or ACA Montessori; the parents should contact the Tempe #3 School District concerning special education services if needed.

ENROLLMENT PROCEDURE

The Montessori Program is for 2 ½ to 6 year olds. Children 6 years or older may be enrolled in the ACA Elementary Program.

The following forms need to be completed at the time of enrollment:

- Enrollment form
- Health form and Emergency card
- Parent consent forms

(You will need to bring in a birth certificate and immunization records)

If your child's file is incomplete, your child will not be permitted to attend class until we have all necessary paperwork in your child's file.

IMMUNIZATIONS

ACA must abide by county and state law concerning immunizations against certain communicable diseases. **Your child's immunizations must be up to date.** The parents of ACA students must arrange for any necessary immunizations. This must be completed within 14 days after the child is admitted to the ACA **or your child will not be allowed to attend until we have complete shot records or an exemption on file.** Please see the immunization schedule to make sure your child's immunizations are up to date.

DISENROLLMENT

Any parent who wishes to remove their child from ACA Montessori should furnish the Montessori Staff with a written documented notice at least one week prior to withdrawing their child from the program. A signed and dated notice stating the reason for intention to withdraw and forwarding address for any student transfer materials must be filed in the office. If a student is being temporarily withdrawn from school, dates for departure and return of student should be provided. All accounts for tuition must be paid up before student's records will be released to another learning institution.

4- CHARGES, FEES, AND PAYMENT REQUIREMENTS

Fees paid upon enrollment

- Tuition Fee for the first Two months (Tuition tables attached)
- Enrollment fee
- Materials & Snack fee installment

TUITION

Please see attached tuition table for current tuition costs and installment due dates

There is a late payment fee for all delayed payments.

Students will be returned home if tuition is delinquent after 30 days.

SCHOLARSHIPS

The ACA Montessori offers a multiple-sibling discount. There are various scholarships available to qualifying students; they must be applied for separately.

REFUND POLICY

If a child is withdrawn from the school and has tuition paid ahead, ACA will prorate tuition and issue a refund.

5- STUDENT CHECK IN AND CHECK OUT

We ask that students be signed in at the classroom door. The classroom will be open and supervised starting at 8:00am, the Teachers need time to prepare for the day, we cannot allow children in the classroom before 8:00am. The school may be able to accommodate working parents by offering before and/or after school care and/or programs- any information will be sent to parents at the beginning of the school year. When you drop off your child, whether at the before school care or at the classroom door, the child **MUST** be signed in or the child is not our responsibility.

-Students should be picked up at the Montessori classroom door between 3:10 and 3:15pm.

-Each Montessori child must be checked in and out by a parent or an adult authorized **on the emergency form**. As you drop off and pick up your child **you must sign the Montessori login/logout sheet using your first initial and last name**. This is state law and is enforced for the safety of your children.

Children not enrolled in an after-school program and not picked up by 3:30pm will be sent to another room to be watched by an adult. Parents will be charged \$25 for up to 29 minutes for each child picked up after 3:30pm. ACA reserves the right to take further action if your child is not picked up by 4:00pm.

6- DISCIPLINE PROCEDURES AND POLICIES

All discipline shall be of a positive nature, and have as the goal the safety, the education, the self-discipline, and the character development of the child, and the collective belief benefit of the classroom and the school.

Basic rules explained to the children

Talk softly. Walk quietly. Do not disturb another's work. Touch only your own work

Use a rug for floor work. Walk around the rug. Sit down to work

Replace all materials as you found them. Pushing, hitting, biting, kicking, throwing things, and inappropriate language are not allowed at school.

At group time

Wait your turn to talk. Listen to the speaker. Watch the teacher. Be polite.

Care for your friends in school

On the playground

Children may go one-way only, one at a time on the slides. Rocks, sticks, tire chips, dirt, and other objects are never to be thrown at school. Rough play or aggressive acts are not allowed at school.

When a child first breaks the rules, it is assumed that he did not know the proper way to behave. The teacher will demonstrate how to behave and what to say in a particular situation. When a child willfully disobeys, disrupts, injures or destroys, he is immediately but gently removed to a place apart from the group, but within the same room when possible. This enables the child to observe other children's positive behavior. The child may have to sit at the "thinking table" for a specific time (usually not more than 5 minutes) to think about his behavior. He may join the group for activities when he feels ready to conform.

When a child bites or hurts another child intentionally, child will be sent to the office and parents will be notified immediately and asked to pick the child up.

When a child repeatedly has problem behavior, the parents are called in for a conference. Consistent methods of discipline are discussed. Parents are encouraged to always avoid spanking or abusive methods of discipline. When no apparent progress is made with unacceptable behavior, professional counseling with a psychologist is recommended. If all efforts fail to help the child and he is a negative influence on the classroom, parents are asked to remove the child from school. Alternative placements may be suggested. A child is never touched to correct or discipline, or spoken to in a tone above normal conversational except to save him from danger.

7- TRANSPORTATION

Currently ACA does not provide transportation for students. Transportation to and from the school must be provided or arranged by the parents. We regret the inconvenience this may cause to our parents.

8- FIELD TRIPS

Field trips are scheduled several times during the school year. The Montessori students do not attend all the same field trips that the graded students do. Field trips for Montessori students must be age appropriate and authorized by the Montessori Director and the ACA Principal.

Each Montessori student attending an authorized field trip must hand in a completely filled out, signed ACA field trip permission slip and any money needed for the field trip.

The Montessori staff accompanies the students on the field trip, so if a student is not going on the field trip they must stay home.

Any parent who volunteers will have his/her way paid for by the ACA. Parent volunteers may not bring any preschool aged children with them; volunteers are expected to help watch the Montessori children, not just their own children. Parent volunteers must follow Montessori procedures according to the wishes of the Montessori staff.

Children are transported by school buses, driven by bus company employees.

Departure and return times will be provided to parents in advance. No children will be allowed to be dropped off or picked up during a trip.

Students who demonstrate a level of misbehavior that endangers themselves or others while on a field trip will not be allowed to attend any subsequent field trips.

9- PARENT RESPONSIBILITIES

The responsibility of the parents in helping us achieve our goals is as follows:

- Make sure your child is brought and picked up on time and signed in and out
- Make sure a nutritious lunch for your child is brought or arranged for daily. If you have set up a lunch account, please make payments on that account in the office, we can take lunch orders but cannot take account payments or keep track of balances on lunch accounts. **Do not send soda pop, chocolate, candy, cookies, cake, or sweets in their lunches. Do not send frozen meals or foods that must be boiled or cooked for your child's lunch.** If you send these types of lunches your child will be given whatever we have on hand from snack at lunch-time and the uncooked lunch will be returned with them. We cannot cook lunches.
- Make sure your child has an extra set of clothes at school
- Check your child's binder weekly for any communication
- Call the school if your child will be absent or if you will be late picking up your child.
- When arriving late for class, sign your child in and leave quietly, please don't disturb the class.
- Please do not allow your child(ren) to bring toys to school, even for Show-and-Tell.
- Make sure your child is dressed appropriately in clothing he/she can manage by him/herself: **no nail polish or make-up**, please have your child **wear slip-on or velcro shoes** unless they know how to tie by themselves, **no flip-flops**, and make sure your child wears pants on P.E. days. If your child comes to school in flip-flops he/she will be sent home, they are unsafe in the school environment.
- Please do not send birthday party invitations (or birthday cakes or sweets) with your child to distribute at school and do not ask the teachers to hand them out.
- Ask for an appointment if you would like to observe your child during class time.
- Please do not come to join your child for lunch, this is a nice gesture, but because of the number of students and limited space we cannot accommodate you.
- Support the school and the school staff
- Communicate via meetings and conferences
- Offer *constructive* critique in the spirit of Islamic *Nasihat* (*advice*).

VOLUNTEERING

We encourage and welcome parent volunteers to assist us in the supervision of the playground, lunchtime, special projects such as Art, Music, PE, and Fieldtrips etc. Serving as a volunteer may help you with earning credits towards Childcare Certification. Please understand volunteers receive no pay

or compensation for their services and are not covered by worker's compensation. Volunteers are required to sign in and out in the main office and are expected to read the staff and parent handbooks and be familiar with all ACA policies. The State Department of Health regulations require any paid personnel, **or volunteers who come in contact with children 5 years or younger need to have a background check and be fingerprinted and must meet all health requirements.** If you will be volunteering in the classroom you will need to obtain a Clearance Card and have a TB test. If you would like to assist us and share your talents with the staff please contact ACA Principal or ACA Montessori Director. Helping from home is always appreciated, we could always use help with project preparation, making books or classroom papers, material repair, etc.

10- CURRICULUM

- The ACA Montessori is established to provide the best academic curriculum based on the method and philosophy of Dr. Maria Montessori in Early Childhood Development and Education incorporating the Arizona State Standards.
- The ACA implements its own Mandatory Arabic-Islamic Curriculum that uses the Montessori concept to enrich the child's Islamic personality at an early age.
- The ACA Montessori uses an adapted Spalding method of reading instruction.
- The program also includes occasional P.E. classes and Computer classes for the kindergarten-age children.

MONTESSORI CURRICULUM

THE NOBLE QUR'AN

Al Fatiha	Al Nas
Al Falaq	Al Ikhlas
Al Masad	Al Nasr
Al Kafirun	Al Kawthar
Al Maun	Quraish
Al Fil	Al Humaza
Al Asr	Al Takathur
Al Qaria	Al Adiyat
Al Zalzala	Al Wadr
Al Tin	Al Sharh
Al Duha.	

ISLAMIC STUDIES

Basic Beliefs	Idabat
Du'a	Manners
Hadith	Sirah
Prophets	Biographies
Islamic Nasheed	Halal and Haram.

ARABIC

Alphabet reading,	Arabic Vocabulary
Alphabet Writing	Arabic Songs
Three letter verbs	Arabic Conversation
Alphabet\with Harakat	

PRACTICAL LIFE-These activities make up the foundation of the program. They help the child adapt to his environment. They help him develop order and logical thinking skills, as well as attention to detail, concentration, and coordination of movement---all leading to the development of the will and self control. The activities in this area are as follows:

<u>Movement</u>	<u>Care of Self</u>	<u>Care of Environment</u>	<u>Exercises of Grace & Courtesy</u>
Standing	Pouring wet and dry	Crumbing a tray	Greeting
Walking	Spooning	Dusting a table	Handing or offering
Carrying a tray	Sorting	Polishing metal	Polite phrases
Lifting a tray	Folding	Washing a table	Answering the door
Sitting	Sponge squeezing	Arranging flowers	Inviting guests in
Carrying a chair	Vegetable preparation	Caring for indoor plants	
Rolling a rug or place mat	Polishing shoes	Gardening	
Sitting on a chair at a table	Washing hands		
Walking in a line	Dressing frames <ul style="list-style-type: none"> • Buttons • Buckles • Zipper • Tie 		
Silence game	Putting on a coat		

SENSORIAL – These traditional Montessori didactic materials help the child order, relate, classify, explore and realize the sense impressions of the child already has. The materials help the child in his sense discriminations. They form the groundwork for the future academic learning. Activities in this area are as follows:

Cylinder Blocks	Geometric Solids
Pink Tower	Rectangular Box A & B
Botany Cabinet and Cards	Color Tablets
Board Stair	Small Hexagonal
Constructive triangles	Large Hexagonal
Long Stair	Knobbles Cylinders
Triangular Box	The Bells
Rough and smooth Boards	Trinomial
Fabrics	Thermic Tablets
Sound Boxes	Superimposed Geometric figures
Binomial	Table of Phythagoral Decanomial
Tasting Jars	Discrimination of Grains
Baric Tablets	Mystery Bag Geometric Cabinet and Cards

LANGUAGE – Language is woven into all parts of the program.

Beginning with conversation, the child is taken through sound analysis to reading, functions of words, and sentence analysis.

Conversation	Phonograms
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Enrichment of vocabulary	Puzzle Envelopes
Sound analysis	Reading classification
Function of words	Sandpaper Letters
Movable Alphabet	Simple sentences
Reading analysis	Metal Insects

MATHEMATICS

Montessori loved that every human being is endowed with a Mathematical mind. The tendencies to investigate, calculate, measure, imagine, and create all lead abstraction. The Mathematics materials are listed below.

Number Rods	Sand Paper Numbers – Association
Spindle Boxes	Cards & Counters
Work charts	Negative Snake Games
Strip Boards - subtraction	Multiplication Beads
Emory Game of Numbers	Decimal system
Multiplication Boards	Strip Boards – Multiplication
Stamp Game	Dot Game
Multiplication Charts	Unit Division Boards
Teens	Tens
Division Charts	Small Bead Frame
Linear counting	Skip counting
Large Bead Frame	Short and long division
Snake game – Addition	Strip boards – Addition

CULTURE

<u>Geography</u>	<u>Puzzle Maps</u>	<u>Botany</u>	<u>Biology</u>
Solar System	Continents	Life Cycle of a Plant	External Body Parts
Day and Night	North America	Parts of a Plant	Senses
Weather	South America	Botany Cabinet	Hygiene and Care of the Body
Seasons	Europe		
Land and Water Forms	Africa		
Parts of Earth	Asia		
	Australia		
	United States of America		

11- LIABILITY INSURANCE: Arizona Cultural Academy carries current liability insurance, which covers activities conducted by the Montessori Program.

12- MEDICATION POLICY: It is against regulations for us to stock medications. Parents wishing to have medication administered to their child at school must bring in the medication with the child's name printed on the bottle and must sign an authorization form for that specific medication. All prescription medication must be in its original container and properly labeled with the child's full name, date prescription was filled or medication's expiration date, and legible instructions for administration.

School Nurse: Neelo Yunus or Shazia Hussain in her absence are the staff members designated to administer all medications. **All medication is to be personally delivered by a parent to a staff member and NOT to be brought by a child in a lunch bag. This includes vitamins, and cough drops etc.** As much as possible, the parent should administer medication at home (before or after school).

13- EMERGENCIES

The Directress has first aid and CPR training. All actions necessary to insure the health and safety of a child will be taken in the event of a medical emergency or serious injury. In a life-threatening emergency, 911 will be called and the child will be transported to the nearest health care facility. Parents will be notified immediately following all serious injuries and in most cases, will make the decision regarding the need for medical intervention. Regardless of severity of injury, an incident report will be filled out and given to a parent when they pick up the child the same day of the incident.

14- INSPECTION REPORTS

Current inspection reports conducted by ADHS, as well as gas, fire, and sanitation reports, are kept on file in the ACA office and are available for viewing during regular hours upon request.

15- CHILDCARE LICENSURE

The ACA Montessori Program and the facilities are designed to meet all Childcare Requirements set by the Department of Health Services of the State of Arizona. The ACA Montessori program is regulated and licensed by:

Arizona Department of Health Services
Office of Child Care Licensing
150 N. 18th Avenue, Suite 400, Phoenix, AZ 85007 Phone: 602-364-2539

Our goal is to maintain our State Daycare License (CDC- 9228) in good standing at all times. The State Licensure insures a safe and healthy environment for your child, through rigorous certification of the staff, facility, and policies. The State requires the Montessori Directress to be CPR and First Aid certified, and all care givers to be finger printed and have clear civil records.

16- STUDENT HEALTH & SAFETY

We are mandated by the Department of Health to keep records of immunizations, emergency phone numbers, and other pertinent health records for each student. Although we have a designated a temporary sick bay area should a student become ill during school hours, the parents will be notified to pick up the child as soon as possible. The child is to **remain home for 24 hours following a fever coming down.** The Emergency Information Card, which you must complete, will provide us with information regarding persons who can be reached in case of emergency if you are not available. **PLEASE help us reduce the rate of illnesses at our school by cooperating fully in keeping a sick child home.** If your child is sick with a contagious illness he/she will be sent home. Please plan ahead for an alternative childcare in the event of illness.

HEALTH HABITS

In keeping with good Islamic health habits we teach the children to wash their hands with soap every time they use the toilet and before eating. This should be enforced at home until it becomes a life long habit. Teach your child to blow his/her nose, discard the used tissues, and cover his/her mouth when coughing or sneezing.

EVACUATION DRILLS

Drills will be conducted at least once monthly, recorded in the ACA office, and posted in the classroom.

ACCIDENTS AND INJURIES

First aid will be administered to a child needing care. Each accident will be recorded on an accident report sheet. Parents will be notified of any head injury.

Reporting Child Abuse: Arizona State Law requires that that child care facilities report immediately to the Department of Child Protection Agency or the police department, any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

17- NUTRITION

The ACA offers nutritious snack daily as required by the Arizona Health Department. Snack foods provided in the morning and afternoon will consist of the following food selections: Fresh fruit in season, canned or frozen 100% fruit juices, bagels, cheese, crackers, fresh vegetables and plenty of water. Generally, all cake, candy, cookies, and sweets are avoided, except on an occasional special event. See attachment for our current snack menu. **Please let the directress know of any allergies.**

MONTESSORI SNACK LIST

Monday	Bagels, cheese sticks, and juice (Juice will be apple, orange, or mixed fruit juice)
Tuesday	Fresh fruit, crackers, and water (Fruit will be apples, grapes, oranges, strawberries, or bananas; Crackers will be Ritz, goldfish, animal/letter, graham, or saltines)
Wednesday	Vegetables, ranch dressing, and juice (Vegetable will be carrots, celery, tomatoes, cucumber broccoli, or cauliflower)
Thursday	Fresh fruit, crackers, and water (Fruit will be apples, grapes, oranges, strawberries, or bananas; Crackers will be Ritz, goldfish, animal/letter, graham, or saltines)
Friday	Vegetables, crackers, and milk (Vegetable will be carrot, celery, tomatoes, cucumber, broccoli, or cauliflower; Crackers will be Ritz, goldfish, animal/letter, graham, or saltines)

LUNCH FOR STUDENTS: The ACA Montessori offers a limited menu of ready cooked meals that are heated in the ACA cafeteria and are available for individual purchase if desired. Otherwise the student needs to bring his/her own lunch from home **with the name marked**, which will be refrigerated. Please send nutritious lunches in soft lunch bags or paper sacks.

18- FACILITY, SAFETY AND SECURITY: The ACA is a closed campus school. The combined Montessori classroom capacity is 56 students. The rooms are specially designed to meet the requirements suggested by Dr. Montessori as well as the AZ. Department of Health. Most of the furniture, indoor bathrooms and sinks are designed to facilitate the young child in their use independently. The exclusive, secure and modern playground facility is fenced with block and wrought iron fences. It is reserved for the use of the young children only, in order to provide a safe, accident

free environment. It can only be accessed through the classroom and is secure and secluded from the outside as well as from the rest of the school.

19- CONTACT INFORMATION

Visit our Web Site www.azacademy.org

Besides receiving information about the progress of ACA, please use our website to print or download manuals, application forms, and other related forms.

Or contact us at:

Telephone: 602-454-1222

Fax: 602-453-3222

E-mail: aca@azacademy.org

Regular mail: Arizona Cultural Academy
7810 S. 42nd Place
Phoenix AZ 85042