

**MICROFILM
BUILDING
CARD**

Owner Geneva Stanaland Mailing Address Ocean Side Permit No. 8693
Lot 12 Block 7 Subdivision Normandy Isle No.6946 Street Rue Verdome Date Sept. 2-1936
(Ocean Side)
General Contractor W. B. Smith 22084 Address 3210-13-103
Architect Harry O. Nelson Address
Front 40 Depth 35 Height 24 Stories Use APARTMENT HOUSE
Type of construction c-h-s- Cost \$10,000.00 Foundation con. pilles 4- units
Roof

Plumbing Contractor Frank Bentz # 9344 Address Date Sept. 3-1936

No. fixtures 17 Rough approved by Date
No. Receptacles Gas 12

Plumbing Contractor

No. fixtures set Final approved by METRO ORD. #75-34 1-3-37 Date
RECEIPTIFICATION DATE: 6-10-37

Sewer connection Septic tank 1 (600 gal) Make Superior Septic Tank Date Nov. 2-1936
9559

Electrical Contractor Goddard # 7249 Address Date Oct. 7-1936

No. outlets 45 Heaters Stoves Motors 4 Fans Temporary service Sept. 1-1936
Receptacles 21 SAW - Goddard # 7040
Rough approved by Date

Electrical Contractor Goddard # 7550 Address Date Nov. 20-1936

No. fixtures set 26 Final approved by Date

Date of service Nov. 21-1936

Alterations or repairs # 18251... Painting - outside. Wm. LaBrie, painter \$ 225.... Date Apr. 21, 1944

PLUMBING PERMIT # 17882 .. Acme Septic Tank Co: Relay 175 ft drain tile Nov. 18, 1944

PLUMBING PERMIT # 19898....McGuire-----1 sewer-----5-15-46

#51822 Lyon Electric Co: 1 Service Equipment - April 18, 1958

CITY COUNCIL APPROVED 8-UNIT APT. BLDG. WITHOUT PARKING ON MAY 21, 1958

FRONT & BACK

PROPOSED OPERATIONAL PLAN



PARENT HANDBOOK

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(ATTACHED FOR RETURN TO SCHOOL)

**PAPILLON MONTESSORI
STUDENT / PARENT AGREEMENT**

We have read and discussed the contents of this Student / Parent Handbook and understand the obligations of students and parents at Papillon Montessori (The "School"). We agree to comply with each of the policies and procedures set forth in the handbook. We understand that this handbook represents the current policies, procedures, and regulations, and that none of the policies and procedures contained in this handbook create contracted rights, and the School reserves the right to interpret, change, delete, or modify any policy, procedure or condition at any time with or without prior notice.

MY SIGNATURE BELOW ATTESTS TO THE FACT THAT I HAVE READ, UNDERSTAND, AND AGREE TO BE LEGALLY BOUND TO ALL OF THE ABOVE TERMS. DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE ACKNOWLEDGMENT AND AGREEMENT.

Date: _____ Student's Class: _____

Parents/Guardian Names: *(Print)* _____ *(Signature)* _____

Student Name: *(Print)* _____ *(Signature)* _____

FORM MUST BE SIGNED AND RETURNED TO THE MAIN OFFICE WITH YOUR ENROLLMENT PACKAGE.



Welcome to Papillon Montessori

Papillon Montessori is an international, coeducational, non-sectarian, toddler, pre-primary, and elementary school. We have chosen a Montessori educational approach for Papillon Montessori because it is inherently based on respect for the individual child, respect for all the people of the world, and respect for all forms of life. Before students can take advantage of a challenging education, they have to discover their own innate abilities. They must be willing to risk and to learn through trial and error.

A Stimulating Environment

Papillon Montessori is designed to be a home away from home. There are no rows of desks in our classrooms. Our school is carefully prepared with bright, airy rooms decorated with plants, art, and the students' own creations. Everywhere you will find intriguing learning materials, fascinating mathematical and geometrical models, maps, charts, fossils, historical artifacts, computers, scientific specimens, and apparatus. The rooms are set up to facilitate student discovery, discussion, and to stimulate both individual and collaborative learning.

Our Lower Elementary classes are learning laboratories laden with intriguing, developmentally appropriate, self-correcting materials that provide ample opportunities for spontaneous investigation. Students therefore learn by doing, and begin construction of individual knowledge. Students are guided through a rich, and challenging curriculum, working both individually and in small groups.

Stewardship is fundamental to the Montessori education. The Papillon Montessori grounds are surrounded with flowing fountains, student gardens, natural playgrounds, blooming flowers and trees which provide ample opportunities for outdoor education and natural science explorations in botany, zoology, chemistry, geology, and anthropology.

Enhanced Learning

Working in one class for two or three years enables students to develop a strong sense of community with their classmates and teachers. Teachers come to know students so well that they can follow a child's own interests to enrich the curriculum and provide alternate avenues for accomplishment and success.

One of the best things about life as a student at Papillon Montessori is the ability to progress at your own pace. Students move on to advanced concepts and skills as they are academically prepared for them, not simply when they reach their commonly accepted grade level.

Integrating Knowledge through Curriculum

At Papillon Montessori, lessons are introduced simply and concretely in the early years and reintroduced later at advanced degrees of abstraction and complexity.

Literature, the arts, history, social issues, political science, economics, science, and the study of technology all complement one another in our curriculum. This integrated approach is one of Papillon Montessori's greatest strengths. As an example, when our students study Africa in world history, they also read African folk tales in world literature, research African animals in zoology, and create art inspired by African culture. Although we offer a warm, supportive academic atmosphere, we set a high level of expectation for the quality of thought and work and the mastery of content and skills.

An Atmosphere of Kindness, Community, and Respect

Everyday kindness and courtesy are vital practical life skills taught at Papillon Montessori. Our students come to understand and accept that we all have responsibilities to other people. They learn how to handle the new situations they will face as they become increasingly independent. Our students develop a clear sense of values and social conscience.

As a close-knit multi-age community, our students grow up in an atmosphere of warmth, safety, and mutual trust. Teachers become mentors and friends. Students learn to value the different backgrounds and interests of their classmates. In a three-year period students experience being the youngest, the middle-aged, and the oldest in the community. They learn, they practice, and they teach other students. In naturally occurring academic and social situations they learn to ask for help, to accept help, to offer help, to resolve conflicts peacefully, and to encourage and acknowledge each other. In the process they learn to be responsible and respectful students - learners who are able to work effectively on their own or in cooperation with others. These skills are essential to success in life because they foster emotional intelligence, the ability to understand another's point of view.

Parents play a vital role in the development of community of Papillon Montessori. Through their presence at school as volunteers and through a wide range of social events and celebrations, students get to know the families of their friends and grow up with a sense of being a part of an extended community.

Through an education based on these beliefs and rooted in peace education, students graduate having experience more than books, friends, and teachers. At all levels of development, they demonstrate independence, self-direction, insatiable curiosity, and perseverance when engaged in meaningful work. They leave with the essential tools necessary for a fulfilling, confident adult life – A passion for and proficiency in learning, the ability to choose and engage in a task with sustained concentration, the ability to identify and resolve social problems, a sense of respect and responsibility of the natural environment, appreciation of different cultures, and a commitment to make the world a better place.

It is no wonder that many of the world's most successful leaders, business people, creative minds, and entrepreneurs were Montessori-educated.

J. Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks such as Facebook, Twitter, and Instagram, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use at School or a School-Related Event: Students are not permitted to access social media and/or social networking sites while on school property or at a school related event, unless directed to do so by faculty or administration.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline. Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students or family members should not be "friends" with any faculty member or other adult member of our community on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

Questions and Clarification

If you have questions or need further clarification of any aspect of this policy, please contact the School at (info@papillonmontessori.org)

F. School's Right To Inspect

It is important to note that the School's system, including all programs, files, mail, and homework are School property. The School reserves the right to track all electronic data including network use and review, to inspect user directories for inappropriate files, and/or access student files and e-mails at any time without the student's knowledge or consent. The School further reserves the right to remove inappropriate data, information, etc. and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on your computer or the School's systems are private.

G. E-mail

Electronic communication such as email, posting, tweeting or texting may not be used to bully/harass or threaten others. Papillon Montessori reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. Since such messages are, by their nature, public, they should not contain any language or content which the author would not be willing to share from the podium at a school meeting. Students should be aware that deleted e-mail can be undeleted. Students must not send numerous or mass unsolicited e-mails or network text messages. Students are not permitted to use system distribution lists (faculty, everybody etc.)

Any person who believes that they have been harassed or threatened by an electronic communication should immediately report the concern in accordance with the School's No Harassment/No Bullying policy.

H. Laptops and Other Devices

Devices with built in cameras may not be used to take pictures, video, or sound while on campus and transmit off campus for any reason unless consented to by all those being recorded. All electronic devices, used on school grounds, whether school or personal property, are bound by this Technology Code of Conduct. In addition, Papillon Montessori will not accept any responsibility for damage, loss, repair, or content stored in personal laptops, media, or electronic devices. These personal devices, when used in violation of this policy, will be confiscated and held until claimed by a parent or legal guardian.

I. Reporting Requirements/Discipline

Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Head of School so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

SCHOOL INFORMATION

School Contact Information

Address: 1021 Biarritz Drive, Miami Beach, FL 33141

Phone: (305)-867-4244

Email: MAIN OFFICE – info@papillonmontessori.org

Website: <http://papillonmontessori.org>

Facebook: <https://www.facebook.com/lepetitpapillonmontessorimiamibeach>

WE DO NOT HAVE A FAX LINE AT THE SCHOOL - please do not fax documents

Daily School Schedule

8:30 am – 9:00am	Morning Car Lineup and Drop off
9:00am	School Begins
11:15am	Pick-up (half-day students)
2:30pm – 3:00pm	Afternoon Car Line Pickup
3:00pm – 3:45pm	After School Enrichments
3:45pm	After School Pickup

The daily schedule of your child's classroom will be included in your annual orientation information. Please see the annual addendum for information pertaining to After Care Options.

Your "Current School Year Master Calendar" will be emailed to you at the beginning of the year. Please keep this calendar on file for vacation, holiday, teacher-work-days and school closure dates. *It is not the responsibility of Papillon Montessori to provide you with a copy of this document once you have already received it.*

Statement of Nondiscrimination

Papillon Montessori admits students of any gender, race, color, religion or national origin, to all the rights, privileges, programs and activities generally accorded or made available to students at the school. Papillon Montessori does not discriminate on the basis of gender, race, color, religion, or national origin in administration of policies, admissions practices, or athletic and other school-related programs.

CHILD ABUSE POLICY - Chapter 827, Florida Statutes, protects children and disabled or aged adults from abuse and/or neglect. Under Florida law, all teachers and school officials are LEGALLY obligated to report all suspected cases of child abuse.

ENROLLMENT REQUIREMENTS

- 1) Age requirements for Toddler: 18 months to 3 years depending on readiness of the child.
- 2) Age requirement for Preschool: 3 to 6 years, depending on the readiness of the child.
 - a. *The preschool child must be out of diapers. There are no exceptions!*
- 3) Age requirement for Elementary: 5 to 11 years, depending on the readiness of the child.
- 4) Forms. The following forms must be completed and returned to the school prior to your child's admission:
 - A. Enrollment form
 - B. Enrollment Information Form
 - C. Parent Agreement Form
 - D. Parent Consent Form
 - E. Pick-up Authorization form & ID photocopies of everyone on your pick-up list
 - F. Emergency Medical Form
 - G. Allergy Form
 - H. Guidance and Discipline Policy Form
(The above-mentioned forms are included with your enrollment forms)
 - I. Form DH 680 - Immunization records obtained from your pediatrician
 - J. Form DH 3040 - yellow form - medical examination form obtained from your Pediatrician
(Please note that these forms must be periodically updated)

PAYMENT OF TUITION & FEES

The School strives to provide the highest quality education while maintaining affordable fees. We depend on the timely payment of tuition and registration fees to cover our obligations. Enrolling your child requires a financial commitment much like any other major purchase. Please make school tuition a budget priority. Failure to make tuition/fee payments by the contractual dates may result in a child being removed from School. Transcripts and student records cannot be forwarded to another School if there is an outstanding balance in his/her account, or if there are other outstanding debts.

REFUND POLICY and DELINQUENCY

****NOTE -- ALL TUITION, FEES, & PAYMENTS ARE NON-REFUNDABLE****

A student will not be allowed to attend class or participate in any school activity commencing with the first day following five (5) days of delinquency of tuition and/or late fees. This policy will be strictly enforced and the student may permanently be expelled.

A student WILL NOT be allowed to register for the following school year if at the time of registration their account is delinquent, including any late fees. No refund will be made in case of holidays or absence or expulsion, regardless of cause. Each student is admitted for the full school year. Fees and tuition for the full term from September - June of the school year are not subject to adjustments or refunds because of absences, illnesses or withdrawals. *There are no exceptions to this rule.*

- 8. Knowingly attempt to transmit a virus or harmful code.
- 9. Disrupt or attempt to disrupt the School's software or hardware.
- 10. Alter, hack, crack, reverse, engineer or manipulate any network resource or setting.
- 11. Give passwords to other users. Sharing user accounts may result in the revocation of network privileges.
- 12. Give out home phone numbers, addresses or credit card numbers.

B. Internet Access

The Papillon Montessori community (students, faculty, parents and administrators) has the privilege of full access to the Internet. When using school owned devices, files may be stored through cloud storage services such as Google Drive or to exterior drives such as a USB flash drive. Files are not to be saved to the local hard drives of school owned devices.

The School uses monitoring software. While Papillon Montessori cannot entirely restrict all of the content of information obtained by students via the Internet, obtaining material that is explicitly labeled as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the Head of School.

Using any proxy or proxy software is considered a direct violation to this policy. Any student who undertakes any measure to circumnavigate the School's network security will have all privileges removed and will be reported to Head of School for disciplinary action.

C. Internet Safety

At the present time, there are no explicit national rules governing the Internet. Following guidelines set forth by the Center for Missing and Exploited Children, students have been advised that it is unsafe for a minor to give out his/her personal information (address, e-mail address, pictures, telephone number, etc.) over the Internet. Internet safety is the responsibility of the student. The School is not liable in any way for irresponsible acts on the part of the student.

Students must not include personal pictures or text that directly associates the Papillon Montessori name or logo in any online publication in a manner that is inappropriate or that may otherwise represent the school in a poor manner. It is the responsibility of the student to uphold the School's reputation on and off campus, including online websites and online video streaming like YouTube etc.

D. Pirated Software

The term "Pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. Papillon Montessori will not be held responsible for a student's own software brought to school for personal use.

E. Network Access

Accessing the accounts and files of others is prohibited. Attempting to impair the network or to bypass restrictions set by the network administrator is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password to access files or posting a message using another's login name is a form of dishonesty, just as is plagiarism or lying, sometimes is a criminal act, and will be treated accordingly.

INTERNET USE POLICY

It is in the best interest of the school to protect its reputation as well as the reputation of its students and community. It is also the responsibility of the students and families to uphold the school's reputation on and off campus, including online websites. For this reason, students and families are prohibited from using the school's name expressly, directly or indirectly, or posting any pictures of the school or any of its employees in any manner that could, in the administration's view, cause harm to the school's reputation or otherwise portray the school or its employees in a false, derogatory, negative or inappropriate way. The prohibition extends to articles, news stories, internet posting, e-mails, or any other methods of communication.

Students and families should not permit the school name to be involved with online video streaming such as "YouTube", etc. unless approved in advance by the Administration.

Papillon Montessori students may not utilize the internet for the purpose of bullying, defaming, slandering or threatening any other person or group. In addition, Papillon students may not utilize online services (such as "facebook", "twitter", "instagram", etc.) and claim that inappropriate actions are acceptable because their page is "private", "locked" or "for friends only". There will be **NO EXCEPTIONS** to this rule. All students and families must understand that they represent the school at all times, including vacations and weekends. Any off campus behavior that is detrimental to the school's community will be dealt with on an individual basis and may subject the student to disciplinary action.

A. Acceptable Use Policy

All persons using the Papillon Montessori computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, Blackberries, PDAs, etc.) on school property or at a school related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration.

All electronic devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including dismissal for serious offenses.

Guidelines

- 1. Internet access is free to users, but is a privilege not a right.
- 2. Network accounts are available for responsible use to Papillon faculty, staff members, and students.
- 3. On school owned devices, all student work, complete web access history, and emails are accessible to the system administrator.

Users may NOT

- 1. Access personal communication during class time, unless assigned by a teacher.
- 2. Use profanity, obscenities, or abusive language.
- 3. Install any software onto school owned devices without the permission of the Network Administrator. This includes but is not limited to point-to-point, file sharing, instant messaging or any third party e-mail clients.
- 4. Download, install, or play games, on any school owned device unless academic in nature, and without the specific permission from a faculty member.
- 5. Access with illegal, harmful, or inappropriate content.
- 6. Customize or change system settings on any school owned device.
- 7. Send or receive copyrighted material or any intellectual property permission.

without

ATTENDANCE & TARDINESS

ELEMENTARY
ATTENDANCE POLICY

Success in school is closely related to regular school attendance. Unless absence from school is confined, as nearly as possible, to unavoidable reasons such as illness and true emergencies, the class work of students suffers unnecessarily as does the professional effort of teachers to maintain high academic standards in the classroom. Despite the fact that opportunities are provided to "make up" work, no class period can be reenacted for the benefit of those absent. Class discussion, the interplay of ideas, and the opportunity for questions can never be "made up."

Absences are either EXCUSED or UNEXCUSED.

EXCUSED ABSENCES (approved by the state of Florida)

Excused absences from school may be for the following reasons only:

- Sickness certified by a doctor or parent
- Doctor appointments (Doctor's note required)
- Religious holidays
- Family trips, if approved in advance
- Death in the family

If your child needs to be absent from school for one of these reasons, a parent must report the absence so that it can be considered excused. All other absences are considered unexcused.

If your child is absent **15 days in the course of a school year for ANY reason**, any future absences must be documented with a note from a physician, dentist, or legal authority or the absence will be recorded as unexcused.

A student is tardy if he or she is not in the classroom by 9:00 am. After 10 instances of tardiness, the parents will be notified and the child will be counted as being absent for 1 full day.

A student who misses more than one hour of school, but not the entire day will be considered absent for 1/2 a day. Whenever an extended absence is absolutely unavoidable please contact the Main Office to explain the reason for the requested absence. When appropriate, homework will be provided for students who are absent.

Students with excessive absences, excused or unexcused, may be expelled or denied re-enrollment or promotion.

PARENT NOTIFICATION OF REPEATED ABSENCE

A letter of notification will be sent to the parents after a student has reached 10 days of absence. If a pattern of absence continues, the Head of School will generally request a conference with the parents and classroom teachers. Continued/unexcused absence from school and lack of parent cooperation on this matter could result in permanent dismissal of the student.

RELIGIOUS OBSERVANCES

Absences due to religious observances not listed in our school calendar may be excused using the following procedure: Parents or guardians must submit a request in writing at least ONE WEEK in advance of the day of the intended absence in order to be considered. A death in the family falls under this category and the school may excuse up to three days of observance. Extended religious ceremonies and/or Family Bar/Bat Mitzvahs of more than three days do not fall under this category, and the number of absences may not be excused.

MAKEUP WORK / HOMEWORK

Students who are absent for any reason are expected to complete all missed class work, homework, and quizzes and in-class presentations. Homework missed due to a one-day absence may be due on the day of the student's return. If a parent or authorized individual wishes to pick up the homework from the school they must make this request before noon of that school day, and at least one hour prior to his/her arrival to give the teacher ample time to prepare the work for the individual student.

EXTENDED ABSENCES AND/OR PLANNED ABSENCES

The calendar for the academic year is published prior to the school year so that family trips can coincide with school holidays. On the rare occasion that scheduling conflicts, the following guidelines must be met:

1. A letter requesting permission for the absence and stating the reason must be submitted to the Head of School at least five school days prior to the proposed absence.
2. If grades and attendance record are satisfactory, the Head of School will grant permission to the student for a proposed amount of absences.
3. All class work and homework must be submitted immediately upon return from the trip.

Students with low achievement or students seeking to be absent during an inopportune time (testing times, etc.) will be advised not to be absent.

TARDINESS

PROMPTNESS IS IMPORTANT! Please ensure that your child arrives at Papillon Montessori early enough to be ready to start school on time, and is picked up promptly after school. Your child will be considered tardy if he or she is not in their classroom at 9:00 am. You, as a parent, are considered late if you, or whomever is picking up your child, are late for pickup.

If your child will be absent or you are arriving late, please inform the office at (305) 867-4244 or info@papillonmontessori.org before 9:00 am. If you do not call us, we will try to reach you to determine why your child is absent or where you are. You WILL be billed each time for late pick up and drop off.

When you contact the office, please let us know the reason for the late arrival or absence, especially when your child has been ill. Papillon Montessori is required by state law to report certain communicable illnesses to the Florida Department of Health.

VISITOR POLICY

****EVERYONE VISITING PAPILLON MONTESSORI MUST ENTER THROUGH THE MAIN OFFICE OF THE SCHOOL and Check in with the Office Assistant or Head of School, at which point the visitor may be directed or escorted to another location or gate.**

Visitors (including parents) must be in the presence of a teacher or staff member AT ALL TIMES while on school premises.

PARENT VISITS

Parents may on occasion be asked to visit the school for a special occasion, meeting or demonstration. Parents may visit the school by invitation only, and while on school premises must stay in the presence of their child's teacher at all times.

In consideration of the other students in your child's class, please be advised that the following are strictly prohibited while visiting:

- Capturing images, video, or audio during your visit; and
 - Sharing information about children you observe, other than your own, with individuals not in the classroom room with you.
 - Talking or texting on your electronic device while on school premises (while school is in session)
-

PARENT / TEACHER CONFERENCES

Parent-teacher conferences are scheduled twice each year for Pre-k and Elementary students. These conferences are of vital importance to the teachers in meeting the needs of the child. It is required that at least one parent attend each conference. Please see the current year calendar for conference dates. Prior to conferences, you will be alerted via written memo your conference dates and times to meet with your child's teachers. Once you have been assigned a conference time you will not be allowed to reschedule. Additional meetings can be scheduled as appropriate throughout the year.

VOLUNTEERING GIFT OF TIME & TALENT

One of the most valuable contributions that families make to Papillon Montessori is the gift of their time and expertise. Parents, grandparents, and friends of the school are often found helping out, serving as field trip chaperones, planning the next special event, or giving cultural presentations.

A few ways you can help out at Papillon Montessori:

- Lend your time and support to our fundraising efforts.
- Donate books to the school library.
- Help the teachers organize field trips and special lessons or projects.
- Help organize special events.
- Help students work in the garden.
- Share your talents and special interests.

PARENT/TEACHER/SCHOOL COMMUNICATION PROCEDURE

Communication between the Papillon Parents, Teachers, and School is paramount in your child’s education. *The lines of communication must be kept open at all times so that we may be properly tuned into your child’s needs. Not answering a phone call from the school is unacceptable.*

During the school year, we will send home letters, memos, newsletters and announcements; these are hand-delivered from your child’s teacher or emailed through the school listserv. Please make sure emails are checked on a REGULAR basis. Please be sure to read **ALL INFORMATION** that is sent home, **ALL COMMUNICATION DELIVERED FROM THE SCHOOL IS IMPORTANT – Do not discard or delete emails.**

Parents are asked to call the school office or send an email in order to limit communication at the gate to greeting interactions only. All classroom or school-related issues or questions **MUST** be directed to the Main Office where a message will be left for your child’s teacher and returned via phone call at the end of the school day or at the earliest convenience.

Please note that teachers and/or assistants are **NOT PERMITTED** to deliver personal notices to other parents in your child’s classroom (such as thank you cards, birthday invitations, gifts, etc.)

COMMUNICATION WITH SECOND FAMILIES

Whenever parents are separated, divorced or are not living at the same address, we will keep both parents informed of their child’s progress and school matters.

An exception may be requested by a court order prior to the child’s entering school by either one or both parents; the request would require full consideration of the legal ramifications and other relevant matters, to the effect that dual communication is not required, desired, or to be pursued. If granted, this exception, (documentation by a signed court order) would be noted in the child’s permanent file and honored as indicated. Please submit all court ordered documents to the school office.

We also ask that each student’s parents work together to create the best learning environment for their child outside of the school setting. Papillon Montessori is not responsible for disagreements between parents and these issues **MUST** be settled **WITHOUT** school involvement.

FAMILY NAME POLICY

Please use one common last name when communicating with school administrators and your student’s teachers. If you refer to yourself by your *maiden name* please **ALWAYS REFERENCE** your child’s full name when communicating with the school. This is to eliminate all confusion in the communication process, and expedite the flow of information between teacher/school and parent.

MAJOR CHANGES / CHANGE OF ADDRESS / TRAVEL PLANS

It is vital that the school office be notified of any significant changes in your child’s home life as it may significantly affect your child’s emotional state, behavior, and overall demeanor while at school. Your teacher will then make his/her best efforts to accommodate any special needs of your student. The school will respect the confidentiality of these communications.

Please notify the main office of a change in address and/or telephone number immediately. There are times when an emergency necessitates our having an exact address.

Please communicate any changes regarding travel arrangements, arrival or departure times, and the like with the office by phone or e-mail.

LATE FEE SCHEDULE

The facilities of Papillon Montessori are open from 8:30 a.m. to 4:00 p.m. Half-day hours for the "Toddler House" are from 8:30 a.m. to 11:30 a.m. Any child picked up after dismissal time will be charged late fees. *A late fee of \$15.00/student will be assessed for every 15 minutes you are late (in 15 minute blocks) (There will be no exceptions!).* Legal authorities will be contacted for the children left at school one hour after the closing time of the school if you have not contacted Papillon Montessori. The school will present Late Fee Bills once a semester.

EARLY DISMISSAL

If your child needs to leave school early, please communicate with the office that morning. This will allow the teacher to have your child ready to go without disrupting the classroom. You will need to sign your child out in the office when you come to pick him or her up.

CHRONIC ILLNESS OR DISABILITIES

The student/parent must provide **MEDICAL** documentation satisfactory to the School substantiating the chronic illness or disability, the restrictions caused by the illness or disability, and the accommodations that are medically necessary for the chronic illness or disability. The School will not excuse any absence due to chronic illness or disability until this procedure has been followed. Once the documentation is in place and the accommodation has been granted, all related absences or lateness to school must be substantiated either with a note or with a phone call from the parents/guardians in order to be excused.

A request for a **DISABILITY** accommodation may be granted provided it does not interfere with the fundamental nature of the School’s program. Failure to provide the necessary documentation to establish the need (or the continued need) for an accommodation will result in the student’s absences being considered unexcused with appropriate disciplinary action and academic consequences to follow. Documentation requesting an accommodation must be renewed every year. Parents should note that serious, protracted illness or disability qualifies students for a home-bound teacher through the Miami-Dade County Public School.

Even with accommodation, eleven or more absences per quarter may mean that the student may not be able to meet the basic standards of the school’s program and therefore may not be qualified to attend Papillon Montessori. Parent cooperation is of utmost importance in handling a child with disability or chronic illness. Papillon Montessori reserves the right to not re-enroll a student if as a family you cannot meet the demands and expectations of the rigorous education offered at Papillon Montessori.

PARKING & TRANSPORTATION

CAMPUS SAFETY

There is no issue more important than the SAFETY of your children. Beginning this year, LPP will implement a Car Line drop-off and pick-up procedure for all students. These procedures are being implemented to increase the safety of our students during drop-off and pick-up times. With your full cooperation and participation, we expect the added benefit of reducing the time spent during drop-off and pick up for parents. We ask that all parents/guardians please familiarize yourselves well with all of the new procedures PRIOR TO THE FIRST DAY OF SCHOOL, and continue to adhere to the Car line procedures and rules throughout the year. Failure to adhere to all of the rules and procedures is against school policy, and will endanger our students and staff.

CAR LINE DROP-OFF PROCEDURE

Car Line Drop-Off procedure will involve use of a ramp area where the arriving students will be removed from the vehicle. Vehicles will join the line by approaching from Rue Vendome (south bound) onto Biarritz Drive (west bound). Color-coded LPP decals need to be affixed to the passenger side lower corner of your windshield, to identify your vehicle as an LPP parent. Vehicles will enter the school street and drive as far up the street as directed. LPP staff will open the vehicle doors, student(s) seatbelts MUST be unbuckled by the parent. Ten vehicles at a time will be serviced. The driver and any non-student passengers in the vehicle must not exit the vehicle AT ANY TIME during the process.

DROP-OFF SCHEDULE FOR ALL STUDENTS
Elementary/ Pre-K/ Toddler 8:30-9:00 am

The drop off loading zone will be promptly closed at 9:00 am, at which time you will need to go to the office, where a late fee will be assessed.*

CAR LINE PICK-UP PROCEDURE

Car Line Pick-Up procedures will also use the school street loading zone. Parents/Guardians arriving to pick up students will approach from Rue Vendome (south bound) onto Biarritz Drive (west bound) to join the line. Access to the loading zone will be from West bound Biarritz Drive ONLY. Vehicles in line will prominently display the PINK family name sheet from the passenger side visor to identify which child they are picking up. This will allow LPP staff to “stage” students for pick up and assist greatly in the efficiency of the process. Vehicles will enter the loading zone, and drive as far up the street as directed. LPP staff will open the vehicle door(s), assist student(s) into their car seats, PARENTS MUST QUICKLY BUCKLE THEIR CHILD’S SEATBELT, and immediately exit the street loading zone area. Ten vehicles at a time will be serviced. The driver and any passengers in the vehicle will not exit the vehicle AT ANY TIME during the process. Students may only exit the vehicle from the PASSENGER side. Vehicles will IMMEDIATELY exit the loading zone after the car door is closed and they are instructed to.

PICK-UP SCHEDULE FOR STUDENTS * LOADING ZONE TIMES:
Toddler Half Day 11:15am
Elementary/ Pre-K/ Toddler 2:30-3:00pm

AUTHORIZED INDIVIDUAL STUDENT PICK-UP PROCEDURE

Families wishing to have an authorized individual pick up a student must have previously registered the individual with the school administration using the Official Authorization Form provided at registration.

If an individual is NOT on your Official Authorization List they must be added via our Dismissal Manager in accordance with Dismissal Manager Procedures. ** NOTE: Neither telephone calls nor emails will be accepted.

COMMUNICATION & PARENT EXPECTATIONS

FAMILY COOPERATION POLICY: Papillon Montessori believes that a positive and constructive working relationship between the School and a student’s parents/guardians is essential to the fulfillment of the School’s educational purpose and responsibilities to its students. If the parent’s or other family member’s behavior, communications, or interaction on or off campus (including during School-sponsored events) is disruptive, intimidating, or overly aggressive, or reflects a loss of confidence or serious disagreement with the School’s policies, methods of instruction, or discipline, or otherwise seriously interferes with the School’s safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family from the community. In addition, the School reserves the right to place restrictions on parents’ or other family members’ involvement or activity at School, on School property, or at School-related events if the parent or other family member engages in behavior or has a status (such as a criminal conviction) that would reasonably suggest that such restrictions may be appropriate for the community.

PRINCIPLES AND EXPECTATIONS RELATING TO THE PARENT/SCHOOL RELATIONSHIP

We have the following expectations that we believe will help us to have a positive and cooperative relationship throughout the entire school year:

- 1) As a part of our joint role to help students grow and mature, parents are expected to encourage their student to address perceived inequities appropriately and independently, including reporting if necessary.
- 2) Parents must cut the constant phone ties from their students. Your child should be able to make decisions on his/her own without the constant need for parental reinforcement. Sometimes they will make a decision that is different from the one you would have encouraged. That’s fine too.
- 3) Students must learn to seek assistance from an adult on campus for academic, or other assistance.
- 4) When parents contact the school without the student’s knowledge (“John doesn’t know I’m calling, but . . .”), the school will need to address the issue directly with the student. We cannot promise you that we will maintain confidentiality over your phone call. Refer to expectation number one.
- 5) The school will typically investigate issues and question students without the parent’s presence. This helps us move quickly to resolve issues.
- 6) Although your student’s issue is important, concerns take time to address. Please be patient and do not call repeatedly for an update.
- 7) Please do not ask us to tell you about discipline imposed on other students. We would not disclose discipline of your student to others and expect that you understand the same principle applies to other students.
- 8) The school will not communicate everything that occurs in the student’s daily life to a parent. We have a lot of students under our care (including your student) that we need to ensure are safe, secure, and happy. We expect that you would like our attention to be focused there.
- 9) Neither the teachers nor the school will provide a daily email, text, or call regarding the student’s progress or difficulties. We will communicate with you through appropriate school channels if we believe there is a concern that you should address with your student.
- 10) All communications between the parents and any person at the school must be professional, cooperative, and appropriate. If we cannot have this type of relationship, this may not be the right school for your child.
- 11) Parents and students at this school will be treated equally regardless of economic standing or public persona. Special treatment and rule exemptions will not be given.

WEATHER & PUBLIC EMERGENCIES

Papillon Montessori follows the same guidelines as Miami-Dade County Public Schools in reference to school closing in the event of potential hurricanes, tornados, tropical storms, or other public emergencies. Please listen for public announcement (TV, radio) indicating Dade School closings. When they close, we close. You may also phone the school office and listen to the recorded message, which will be changed immediately to indicate our closing and tentative re-opening date.

In the event that a school day has already begun, the school office will begin making phone calls immediately and arrangements need to be made for your child to be picked up IMMEDIATELY. Any questions should be directed to the school office 305-867-4244.

FIRE ALARM SYSTEM

For the protection of all, the school has a sensitive fire alarm system. Devices to activate this system are located in various stations on campus. Since the activation of the system is reserved for drills and actual fire emergencies, it is imperative that all members of the School family refrain from touching the activators. A breach of this regulation is a violation of federal and local laws and will also be considered a violation of Major School Rules and result in serious disciplinary actions. This could include dismissal from the School.

EMERGENCY DRILLS & EQUIPMENT

Each year the children are taught procedures for fire and school safety drills as part of their classroom orientation process.

In accordance with Florida law, Papillon Montessori conducts the following drills:

- One Emergency Evacuation/Fire Drill during the first ten days of the new school year.
- At least nine Emergency Evacuation/Fire Drills during the school year.

Our school is equipped with a fire alarm and fire extinguishers are placed throughout the building. Emergency evacuation maps are also placed on the walls nearest to the exits of each building.

THREE (3) OR MORE CHILDREN POLICY

FOR SAFETY REASONS. Parents dropping off or picking up 3 or more children, must park on the west side of the school and pickup & drop-off at the school's double gates. There are no exceptions.

POLICY ON RELEASE OF CHILDREN TO ADULTS

At your child's scheduled departure time, he or she will be released according to the information recorded on the current annual "Pick-up Authorization Form." NO CHILD will be released to any person other than the custodial parent or guardian without consent via our Dismissal Manager system.

**** NOTE: Neither telephone calls nor emails will be accepted.**

An authorized adult must notify the office via our Dismissal Manager System of the following changes in transportation arrangements for your child:

- Additional authorized drivers for your child.
- Permanent changes (bus, carpool, etc.)
- Temporary changes (change of driver due to play-date or other circumstances)
- Changes related to transportation or child care on conference days, early release days, or after school events.
- Requests for same day changes will not be honored after 2:00pm.
- If a child is to be released to only one parent, for legal reasons, the Head of School must have on file a copy of the court order appointing that parent the ONLY legal custodian or the restraining order prohibiting a parent from contact with the child.
- If siblings will be picked up in separate cars.

GENERAL PAPILLON MONTESSORI PARKING/TRANSPORTATION RULES

Please follow these general rules to ensure an efficient and safe process.

- Children must exit on the passenger side only.
- Car seats must be secured on the passenger side only.
- All students MUST be dropped off and picked up using the car line up unless previously approved.
- Be courteous to other parents in the Car Line (do not cut in or enter from Brest Esplanade.)
- Be courteous of vehicles angle parked on Biarritz Drive attempting to exit parking spaces.
- DO NOT exit or allow a passenger or student to exit your vehicle while waiting in the car line.
- STOP ALL CELL PHONE OR ELECTRONIC USE PRIOR TO ARRIVAL AT THE RAMP AREA.
- Have student's backpacks, lunch box etc. with student to expedite exit from vehicle.
- Say goodbye to students prior to entering the ramp area.
- Drive as far up the ramp as directed.
- DO NOT exit or allow a non-student passenger to exit your vehicle while in the ramp.
- Be respectful of all faculty/staff, maintenance support, parents and students.
- Do not call out or say hello to students who are within the waiting area, as it can be distracting and dangerous.
- Late fees apply for late drop-off and late pick-up, please refer to Parent Handbook.

DISMISSAL MANAGER SYSTEM

The school uses a web-based service called School Dismissal Manager. This system is to enable parents to easily and securely inform the School Administration of who is authorized to pick up your children from school. It is intended to supplement the permanent AUTHORIZATION FORMS, and entirely replace the notes and phone calls to the office that let the school know of any changes to your child/ren's regular dismissal.

The permanent Authorization Form that parents fill out during enrollment will still be the main reference for your child/ren's drop off and dismissal. If you wish to have someone other than yourself, or a member of your permanent authorization list pick up your child, you MUST log in and use this system to change the pick-up procedure for that day only. We CANNOT release them to any person other than those listed in our system as "parents/guardians."

You will have UNTIL 2:00 pm each day to change the arrangements and inform us who the assigned person is for that day.

ALL PERSONS PICKING UP YOUR CHILD/REN WILL BE REQUIRED TO SHOW IDENTIFICATION. All persons picking up your child/ren must park on the west-side of the school and walk to the MAIN GATE to pick up your child/ren.

Additionally, all persons must opt in through SCHOOL DISMISSAL MANAGER to receive text messages. Once you log in to School Dismissal Manager, you must provide your phone number and service carrier, and check "opt in." This will allow us to send you a text message in order to communicate with you in the event of a "State of Emergency", or unexpected scheduled changes.

You may Log-in to School Dismissal Manager using the credentials sent in our enrollment emails. Please note that the first time you log in, you will be required to set a new password. Please keep your username and password saved, as you will use them throughout the year.

Your cooperation is appreciated in using this tool to help keep dismissal time safe and orderly.

PLAYGROUND SAFETY

School staff and faculty designated by Papillon Montessori are trained in first aid and CPR. These individuals act in a supervisory role at recess. They follow established procedures for fair and reasonable discipline and seek to be consistent among all students. To help maintain discipline on the playground, our supervisors encourage the use of peacekeeping techniques and conflict resolution strategies that have been taught in the classrooms. To maintain the safety of all students, supervisory staff and faculty may decrease the number of children in an area or on a piece of equipment, close a piece of equipment or an area of the playground temporarily, rearrange games the children are playing, and act to help alter the behavior of children.

The Head of School may become involved in repeated problems with a child, or to assist with other serious behavioral challenges.

The following general playground safety rules apply to all children at Papillon Montessori:

1. Obey directions given by all adults supervising the playground.
2. Stay within playground boundaries and away from off-limit areas.
3. Follow play equipment and game rules.
4. Leave pens and pencils in the classroom.
5. Leave dirt, mulch, stones, sticks, snowballs, rocks or other objects alone.
6. Leave surfacing materials on the ground.
7. Do not play with or climb on trees or other structures not intended as playground equipment.
8. Respect the space of others. Keep your hands and feet to yourself.
9. Be courteous and a good sport.
10. Speak respectfully to each other.
11. Stop playing immediately when the signal is given. (Playground bell, whistle, playground supervisor's instruction.)
12. Seek a playground supervisor's help in times of conflict (verbal or physical).

MEDICATION POLICY

If your child is taking medication, we require that the parent or person designated by the parent (in writing) come to the school to administer the medication. School staff WILL NOT administer medication or topical creams. We suggest you consult with your pediatrician to see if there is medication that can be given every 12 hours so as not to interfere with the school day.

NEVER send medicine to school with your child in his / her backpack or lunchbox.

HEAD LICE PROCEDURE & POLICY

For the protection of all Papillon students, there is a “NO NIT” policy in effect at the School. This means that if a child is sent home with lice and returns with even one nit on his/her hair, he/she will be sent home again. Once a student is found to have lice, he/she and siblings of said student **MUST BE PICKED UP IMMEDIATELY** by a parent/alternate, at which point the entire school will be checked.

THE STUDENTS MUST VISIT A HEADLICE SPECIALIST and receive a WRITTEN confirmation of Head Lice treatment before returning to school. Information on specialists can be obtained in the Main Office of the School. IN ADDITION, NO STUDENT WILL BE ALLOWED BACK IN SCHOOL AFTER BEING SENT HOME WITH HEAD LICE WITHOUT FIRST BEING RECHECKED BY THE SCHOOL.

As a consideration to the other children in the school, parents should notify the School if a child has lice. This will allow the other children in the classroom to be checked and could prevent further spread.

**Children should be reminded that head lice have nothing to do with personal hygiene or social/economic status and should not tease other students that may have been sent home with head lice. Papillon Montessori promises its best efforts in keeping each head lice case confidential to protect the student.

UNIFORM POLICY

UNIFORM RULES

All children are to attend school Monday through Thursday in the proper school uniform. Children will not be allowed to enter the gates without proper attire. The dress code is in effect from the time students arrive on campus until they leave campus. Clothing should be comfortable and easily manageable by the child. **ALL PERSONAL BELONGINGS** and uniform clothing such as coats, sweaters, backpacks, and raincoats should be marked with the child's name. The school cannot be responsible for any unmarked belongings. Please provide clothing that is comfortable and practical, keeping in mind that art projects and painting can be very messy activities. We make every effort to cover your child while painting; however, paint still finds its way onto clothing. Please keep in mind that paint may be very difficult to get out of clothing. Avoid dressy clothes on Fridays. Think of the playground and provide clothes that are sturdy.

The dress code is in effect from the time students arrive on campus until they leave campus. Uniforms consist of the following:

EVERY FRIDAY is a free day when children can attend school in their everyday clothes.

UNIFORMS CONSIST OF THE FOLLOWING:
(Uniforms must be purchased from the school by appointment)

- **UNIFORM POLO SHIRTS:** white, light blue and navy blue.
- **UNIFORM T-SHIRTS:** white, light blue and navy blue.
- **UNIFORM TANK TOPS (for girls):** white, light blue and navy blue.
- **UNIFORM LONG SLEEVED UNDER SHIRTS:** MUST be white.
- **JACKETS:** MUST be navy blue.

******ELEMENTARY STUDENTS******

- **BOTTOMS: SKIRTS/SKORTS/SHORTS:** MUST be navy blue, beige or blue denim. (*NOT SOLD AT UNIFORM STORE*)
- **LEGGINGS:** MUST be solid white/or navy blue. (*NOT SOLD AT UNIFORM STORE*)

******TODDLER AND PRE-K STUDENTS******

- **BOTTOMS:** *MUST BE PURCHASED AT UNIFORM STORE*
- **SCHOOL BAG:** MUST BE PURCHASED AT UNIFORM STORE
- **RAINY DAY ATTIRE:** on rainy days all raincoats are accepted with child's name on the inside of coat.
 - Please note that the required school colors **MUST** be worn. Therefore, please be sure to dress your child/ren in white and/or navy blue long-sleeved undershirts.
 - Jackets **MUST** be purchased at the Papillon Montessori Uniform Store.
 - On rainy days all raincoats are accepted.
- **FOOTWEAR: SNEAKERS** are the best shoes for school because they offer safe footing when using the playground equipment
 - **Cowboy boots, "jellies", flip-flops, sandals and Crocs** are unsafe and are not to be worn at school.
 - Papillon Montessori reserves the right to deem shoes unsafe or a distraction at school. In which case the student will be asked to return that day wearing appropriate shoes.

- **BACKPACKS & TOTES:** All Full-Day students must arrive at school with a backpack, labeled with his/her full name. Pre-K and Lower Elementary students will be provided with an Papillon black tote to accommodate their homework books and papers. PARENTS: Please check the backpacks and totes at the end of each school day for homework and/or messages from school.
- **HATS & HEADWEAR:** During the school day, students are not permitted to wear hats, tiaras, or any unapproved headwear on campus with the exception of outdoor Physical Education activities. Hats are never appropriate inside of buildings.
- **THE FOLLOWING ITEMS ARE NEVER ACCEPTABLE:** Clothing that is scribbled, torn, worn out, frayed, cut-off, modified, offensive, has reference to drugs, alcohol and/or sex, mini-skirts, bare backs, low cut blouses, clothing that is too form-fitting or too baggy. Slacks, Bermudas, Capri style pants and skirts must be in good condition, must fit at the waist and must not drag on the ground. Shirts must be in good condition and long enough to cover midriff completely.
- **GROOMING & HYGEINE:** Self-respect as well as respect for others is one of our core values. Students must take pride in their overall appearance and attention to personal hygiene is essential. Therefore, all students are expected to be clean and neat in personal appearance with hair clean, neatly combed, and of appropriate length. Hair colors and reasonable styles, consistent with the spirit of the school uniform and the values of the school, are acceptable. All students who wear jewelry are expected to use common sense and discretion consistent with the spirit of the uniform and the values of the school.
- **TOYS & TREASURES:** We fill each classroom environment with beautiful equipment and belongings for everyone to use and promote sharing. PLEASE leave all TOYS and other UNAPPROVED OBJECTS at home unless previously discussed with the School Administration or your student's teacher.
- **BUG SPRAY & SUNSCREEN:** ALL sunscreen and bug-spray must be applied at home before coming to school. Due to allergies, teachers and administration are not allowed to apply sunscreen and bug-spray on students. The students are participating in outdoor activities throughout the day, and although the school provides ample shade, it is the parent's responsibility to take necessary precautions.

Uniforms must be purchased by appointment from the Uniform Store at Papillon Montessori. Our store is located at:

PAPILLON MONTESSORI UNIFORMS

1021 Biarritz Drive
Miami Beach, FL 33141
Telephone: 305-867-4244

BY APPOINTMENT ONLY

EXTRA CLOTHES / LOST AND FOUND

For Pre-K and Toddler Students, please send a full set of extra clothes (shirts, pants, underwear, and socks) which can be left at school in case a change is needed. Please mark each article of extra clothing with your child's name and place them in a Ziploc bag that is labeled as well. **Toddler parents:** If your child is potty training, many more sets of clothing will be needed on a daily basis. Please follow specific instructions from your child's teacher during this phase, and check your child's backpack at the end of each day for soiled clothing.

LOST AND FOUND: MARKED articles of clothing or personal belongings found at the school, Papillon teachers and staff will make their best efforts to return the item of clothing to the student the following day, or have the item available for parent pickup. **UNMARKED** articles are given to charitable organizations at the end of each semester.

IMMUNIZATION POLICY

In compliance with Florida's Compulsory Immunization Law, no child shall be admitted to Papillon Montessori without written evidence, satisfactory to the school, that he or she has received, or is in the process of receiving, all required immunizations. A physician's statement with the following information must be on file by the first day your child attends school at Papillon Montessori:

Statement of Immunizations

1. FORM DH680 – Immunization records obtained from pediatrician
2. FORM DH 3040 – Yellow Form – Medical examinations obtained from your Pediatrician
 - a. PLEASE NOTE that these forms must be periodically updated.

Parent and Physician Responsibility: Papillon Montessori is NOT RESPONSIBLE for your child/ren's immunization. Papillon Staff will make our best efforts to remind you of impending immunization expirations and requirements; however, the responsibility falls solely on the parents and respective physicians to keep immunizations up to date. In accordance with state law YOUR CHILD WILL NOT be allowed onto the school premises without up to date immunizations.

INJURY POLICY

The staff at Papillon Montessori makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. As your partner in the care of your child, we realize that you will want to be aware of your child's injuries or illness that may occur at Papillon Montessori. The following procedure will be followed:

If a child has a head injury, parents will be notified and children will be required to be picked up. In order to keep you informed, the school Director will provide you with an accident/ incident form for each occurrence BY THE END OF THE SCHOOL DAY.

In case of a serious accidental injury, we will make every attempt to contact you for instructions. *It is important for the school to have your current cell phone numbers on file.* If we cannot reach you, we will call the person you have indicated on the enrollment form to make medical emergency decisions about your child. Please keep these numbers updated on all enrollment forms.

If a parent cannot be reached or it becomes apparent that the child requires immediate medical attention, paramedics will be called. Unless otherwise authorized, the child will be taken to the hospital that the paramedic advises is best suited for the emergency.

In the event of a dental emergency, the parent will be contacted and arrangements made to take the child to the appropriate treatment facility. If minor bleeding occurs, standard first aid care will be given.

ACCIDENT/INCIDENT REPORTS

Accident/ Incident reports are completed whenever an accident or incident occurs and parents or any individual picking up your child will be asked to sign them as an indication that they have been notified. Reports are retained in the child's file and a copy may be requested by the parent at any time. Should a teacher for any reason not be able to obtain a signature at the time of dismissal, the parents will be called before the end of the school day.

A First Aid Kit is maintained in every classroom and its location is known by all staff members.

HEALTH & SAFETY

HEALTH / ILLNESS POLICY

Your child's health is a matter of major importance to Papillon Montessori and our staff. If a child becomes ill while at school, parents will be notified to pick up the child as soon as possible. In such an event, your child will be isolated from the other children until parents arrive. Facilities for the care of ill children are not available at our school.

The following guidelines should be followed in determining if your child should be kept out of school and must return with a note from the doctor.

Please keep your child at home for 24-48 hours if he/she:

- Has a fever or has had abnormal temperature during the previous 24-hour period.
- Has a persistent cough, wheezing, a thick nasal discharge, sneezing, vomiting or diarrhea.
- Is starting to sniffle. (It is to everyone's benefit, including your child's, for children with colds to stay at home in a more comfortable setting.)
- Has an open sore or rash around the mouth or eyes.
- Has a symptom of a possible communicable disease. These symptoms are usually green mucus, reddened eyes, sore throat, headache, abdominal pain or fever. YOU MUST notify the school office if your child does have a communicable disease.
- Siblings of children with a communicable disease are not to be brought to school without a doctor's note.

A *written statement of good health* from a doctor will be required in order to return to school if:

- A child has been diagnosed with a communicable disease (strep, head lice, pink eye, chickenpox, etc.)
- A child has undergone surgery or has been hospitalized.
- Has a fever or has had abnormal temperature during the previous 24 hours.
- Has a persistent cough, wheezing, a thick nasal discharge, sneezing, vomiting or diarrhea.
- Is starting to sniffle.
- Has a symptom of a possible communicable disease. These are usually reddened eyes, sore throat, headache, abdominal pain or fever.

The required doctor's note **MUST be HAND-DELIVERED** by a parent or authorized individual when you bring your child back to school. (*Emailed notes will not be accepted.*)

If your child has a nasal allergy or any other physical problem please have a written note from your physician stating this condition or your child will be sent home. When your child is absent, it is not necessary to call the school except when it is a communicable disease as listed above. This is a requirement of the Department of Health. Any special information that the school should know regarding your child may be noted on the back of the emergency form and brought to the attention of the Director of the school before the child enters school.

In case of a medical emergency when a parent or those you have authorized cannot be reached, the Doctor named on your emergency form will be called.

SIBLING ILLNESS POLICY

Please note that if a child is sick, he/she must stay home and may only return to school with a note from his/her doctor. As part of this policy, siblings must also stay at home. We have no way of knowing if what your child has is a contagious disease. Therefore, as a precautionary measure all siblings must stay home if one of them is ill and a doctor's note will be required.

CAMPUS DINING

LUNCH GUIDELINES

****ALL FULL-DAY PAPILLON STUDENTS ARE REQUIRED TO BRING THEIR OWN COLD LUNCH TO SCHOOL.**

We encourage the participation of the children in menu planning and lunch packing. Students at Papillon Montessori are required to bring a lunch that provides a wholesome, balanced meal, including meat, fish, poultry, beans or legumes; fruits and vegetables; dairy; breads or pasta; and drinks made from 100% juice in any form, white milk, or water.

Lunches must also include:

- An insulated Lunchbox (Labeled with student's name)
- Napkin & Silverware
- Properly packaged / easy-open and sealed containers (Labeled with student's name)

Papillon Montessori is a **nut-free environment** out of consideration for the health and safety of our students with nut allergies. Our teachers will be happy to discuss this program with you and offer menu suggestions.

The following will NOT be permitted: soda pop, candy, caffeine, artificial sweeteners, chocolate, and sugary snacks.

Due to the varied personal philosophies concerning healthy eating, children are **NOT PERMITTED** to share their lunches with other students. If this problem persists with a particular student, disciplinary action will be discussed.

BREAKFAST RECOMMENDATIONS

Many mid-morning complaints of headache and nausea can be attributed to a lack of breakfast. There are an alarming number of students who come to school without any food or drink for breakfast. We serve snack every day in our classrooms, but remember your children are growing and need proper nutrition. Failure to eat breakfast not only affects their physical well-being, but affects their ability to concentrate in school.

SNACK POLICY / FAMILY BASKETS

Students in all programs will be provided snack within the first two hours after his/her arrival at school. SNACKS PROVIDED are nutritious and approved by the teachers before being served to the students.

Snack items are provided by the families each week. If it is your family's turn to provide snack, you will be given a family basket with instructions from your child's teacher. Family baskets are given out on the last day of the school week, to be returned in the morning of the first day of the following school week.

Students will eat snack during scheduled "snack times" and not before and after to keep a daily routine within your child's classroom. Snacks will not be allowed to be eaten throughout the day, so please make sure to provide your child with a healthy yet filling lunch.

CAMPUS RULES & STUDENT EXPECTATIONS

FUNDAMENTAL GROUND RULES TO DISCUSS WITH YOUR CHILD:

We have worked together to create a system of ground rules and discipline that is firm, fair, and consistent in order to help students maintain the school's values and character. All students are expected to adhere to and respect them in order to protect one another.

Our ground rules are essentially the same at every age level of the school, although the language and emphasis changes somewhat for the older students. This is how we explain them to younger students. Please review these rules with your child:

- At Papillon Montessori, no one is allowed to fight, push, trip, or use any other aggressive behaviors.
- Be kind and gentle to one another.
- Everyone has a right to privacy and concentration. Please do not disturb anyone who is trying to concentrate on his or her work.
- Everyone has a right to his or her personal belongings. Please do not touch anything that is not yours without the owner's permission. If you accidentally lose or break something, please apologize and replace it without a fuss.
- Everyone here has the right to feel safe and secure. Please do not express anger or upset feelings in a way that insults or threatens someone else.
- Everyone here has the right to be physically safe. Please do not do anything that might hurt or endanger anyone.
- Use the playground equipment as intended. For example, do not try to walk up the slides.
- Do not climb on the trees or on the railings of the tree house.
- Let everyone who wants to play have the opportunity to join in your game.
- Stop chasing or playing scary games when asked.
- Please do not tackle or trip one another in any games.
- Do not throw sand or mulch.
- Do not leave your teacher's supervision without permission.
- Please do not roughhouse, play carelessly, or wrestle with friends at school.
- Play tag and ball games in the designated areas.
- Keep sticks and stones on the ground. Do not pick them up and DO NOT throw them.
- Please put all balls, ropes, and other outdoor equipment away when you are finished playing with them.
- Gum is not permitted to be chewed anywhere on school campus.

B. Investigation

Upon receipt of a report of bullying/harassment, the Head of School will look into the matter. This may include personal interviews with the complainant, the individuals against whom the complaint is alleged, and others who may have knowledge of the alleged incidents or circumstances. A determination of whether an action constitutes a violation will be made based on the facts obtained during the investigation.

C. Action Plan

Upon a determination of bullying/harassment, one or more of the following actions may be taken: warning the students, a parent conference, referral to mediation for resolution of a conflict, referral to therapeutic resources in the community for evaluation, and/or remediation, suspension, or expulsion.

D. Reprisal

Discipline will be provided for any Papillon Montessori member who retaliates against any person who reports alleged incidents of bullying/harassment or violence. Retaliation includes any form of intimidation, reprisal or harassment.

E. False Reports

If the School determines that a student has made a false report of bullying or harassment, the student will be disciplined accordingly.

BIRTHDAY POLICY

If your child has a birthday during the school year, he or she may participate in the Montessori tradition of presenting their school with an inscribed book for the library or a small plant. This tradition teaches children the pleasure of giving rather than just receiving and provides a lasting reminder for the child to remember his/her birthday.

When a book or plant is received by the school, the child will have the opportunity to place the book in the library or the plant in the classroom. Parents wishing to participate in this tradition should communicate their intentions with the school office. Additionally, please note that each teacher will celebrate the birthday child with a Montessori tradition, which relates to the earth and the month that they were born.

Lastly, cupcakes, cookies, cakes or sweets may **NOT** be brought to school as part of the celebration. Please keep in mind that not all parents like their child/ren eating sweets. Please be assured that every child will be celebrated in a loving manner on their special day.

A birthday bulletin board will be maintained in the classroom. Please do not send gifts, invitations, goody bags, or thank you notes for private celebrations to school as this may upset children not included. These should be *mailed* out using the school parent directory provided each year.

ONGOING MISCONDUCT

If an established pattern of misbehavior continues, at the discretion of the Head of School, the child may be suspended from school for the remainder of the day, and possibly the following day, as well.

More than two such suspensions may result in permanent expulsion of the child. The Head of School will notify the parents/guardians in writing of the specific offenses that resulted in the permanent expulsion of the child, at which time, in accordance with our payment policies, TUITION IS NON-REFUNDABLE.

NO BULLYING/NO HARASSMENT POLICY

It is our expectation that students will interact on and off campus in a respectful, honorable, and compassionate way. Negative interactions often take the form of bullying and harassment. Papillon Montessori prohibits both forms of negative interaction.

Bullying is any hurtful, negative behavior that is done deliberately and is repeated especially after the victim has asked that it stop. Bullying can also be defined as one or more students exposing another student to negative actions/behavior on a one time or repeated basis. This includes cyber bullying.

If an incident occurs off campus at a time when the student is not at school or at a school sponsored event, it is our expectation that the parent of the offended student will make every effort to contact the other student's or students' parents to resolve the issue before contacting the school.

Harassment is defined as engaging in unacceptable or inappropriate behavior toward another student on the basis of sex, race, ethnicity, sexual orientation, disability, religion, body type, or other protected categories. If the recipient of bullying or harassment feels comfortable doing so, she/he should immediately tell the offending individual(s) to stop the behavior. If the unwelcome or offending behavior continues or if the student feels too intimidated or embarrassed to inform the individual(s) to stop, then the student should immediately report the instance in accordance with the Reporting Procedure set forth below.

Forms of Bullying/Harassment

- Direct - Negative actions carried out by words, threatening, taunting, teasing, name calling, and aggressive physical contact.
- Indirect - Spreading rumors, laughing, sneering, excluding, and isolating someone from a peer group.

The School will promptly investigate all complaints, either verbal or written, and take appropriate action against any student, teacher, or administrator who is found to have violated this policy.

A. Reporting Procedures

It is each student's responsibility to try to make the School community comfortable and enjoyable for all fellow students. Any person who believes he/she has been the victim of bullying/harassment should report the matter to his/her teacher or the Head of School. In addition, anyone who witnesses what he or she believes to be bullying or harassing behavior should also report the concern.

STUDENT EXPECTATIONS

Papillon Montessori is committed to exposing its students to excellence in as many areas as possible. It is the School's goal to provide students with an academic challenge as well as an environment in which they can develop a healthy value system and reach maximum potential as an individual. Students have responsibilities in helping to create an optimum learning environment and a school community of which everyone can be proud and allowed to explore their individual talents. The policies and standards apply any time a student is enrolled in the School – any time a student is on campus, any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and school breaks, including without limitation, summer break. In addition, the School regards any behavior prejudicial to the best interests of the School, whether at School or elsewhere, as sufficient grounds for a disciplinary response.

Students are expected to cooperate in disciplinary inquiries made by the Papillon Montessori administration and/or Head of School. Students are expected to be honest, but honesty is not necessarily a mitigating factor and students' own statements may be used against them. Failure to cooperate with an inquiry may be cause for disciplinary action. If a student refuses to participate or cooperate at any stage of an inquiry/investigation, or is unable to do so for whatever reason, the school reserves the right to take action, including proceeding without a statement from the student, or to require the student to withdraw from school. Disciplinary misconduct that occurs off-campus during the school day will be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school reserves the right not to re-enroll a student for the Fall semester. All decisions involving suspension or expulsion are subject to the final approval of the Head of School.

Listed below are major school rules, which all students are expected to follow in order to achieve an environment conducive to learning and positive growth. Failure to adhere to the School's rules and expectations will result in disciplinary action. Such action may include, but is not limited to: verbal warning, separation from class, loss of privileges, dismissal, suspension, or expulsion. Listed in this section are typical discipline violations and sanctions. Each case will be looked at individually and sanctions will depend on the severity of the incident and relevant information regarding past incidents. The Head of School may increase or decrease the level of disciplinary action based on ALL the information presented.

MAJOR SCHOOL RULES

Students are expected to respect themselves and every other member of the community. The school community subscribes to "A LANGUAGE OF RESPECT" which understands the power of words and the impact words have on establishing a safe learning environment. Students are expected to treat fellow students, faculty, staff and visitors with honor, respect, compassion and wisdom. Vulgarity, foul language, gestures, and comments, including those of an ethnic, religious, or sexual nature, have no place in the community.

A breach of any of the following major school rules is considered a serious offense at Papillon Montessori. Each situation will be considered individually. The consequences for breaking any of these major school rules may include suspension as well as possible dismissal from the School.

- 1) **Teacher Respect:** Students must always show respect for their teachers. Disrespectful behavior, including talking back, talking while the teacher is talking, disobedience, and/or failure to follow directions (among others), will not be tolerated. Offenders will be seriously disciplined.
- 2) **Respecting Fellow Students:** Students must always show respect for their fellow students. Disrespectful behavior will not be tolerated and offenders will be seriously disciplined.

- 3) **Fighting:** Fighting is not an acceptable method to settle disputes. The use of physical force or verbal threats of violence is inappropriate in every circumstance and will not be tolerated. Any student involved in physical or verbal confrontation will be referred to the Head of School and will most likely result in a one-day suspension and/or Specific in school disciplinary action. Students may also be referred to a Counseling Program.
- 4) **Respecting School Property:** Students are to respect the School property and personal property of others. We work hard to keep our school attractive. By damaging school property or someone else's property, you are strongly stating that you do not wish to be here. Therefore, damage and/or destruction of property could result in serious consequences, including expulsion. Damage, destruction, or vandalism of personal property, property belonging to any other member of the school community, or property belonging to the School will not be tolerated. All such acts will be dealt with severely, including possible dismissal from school. Students will be required to pay for the cost of replacing or repairing any damaged property. Students involved in theft are typically asked to leave the school.
- 5) **Honesty:** Students are to be honest at all times. This obligation includes being honest and forthright with all school personnel and administration, when questioned about the student's own behavior or the behavior of others. In addition, honesty includes the obligation to turn in one's own work. Individual departments will cover in detail what constitutes honest and dishonest academic work at the beginning of the year.
- 6) **Toy Weapons or Weapons:** Weapons or dangerous instruments of any kind are prohibited on school property, including the parking areas and at all school-sponsored events. The School takes a zero tolerance position on threats and weapons, even when students make comments in jest, on email, or away from School toward or about another student, employee, or the School. Dangerous instruments include, but are not limited to, all kinds of guns (including paint and/or bb guns), explosive devices (including fireworks), and all kinds of knives (including pocket knives and box cutters), spiked jewelry, or any implement, which could harm a fellow member of the community. Any such item may be confiscated and, if appropriate, turned over to law enforcement.
 - a. Further, the possession of any weapon (*including toys that look like real weapons*) or dangerous objects will lead to serious consequences including dismissal from school. Items such as bullets, matches, lighters, stink bombs, noise makers, water guns, firecrackers, etc. should be left at home. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.
- 7) **Responsibility to School Commitments:** All students are expected to attend their classes, assemblies, extracurricular and athletics commitments, as well as all required meetings regularly and promptly. The inability to meet school commitments and obligations may lead to suspension and/or probation in addition to the student being prohibited from attending class activities and/or field trips. Repeated unwillingness or inability to do so may lead, ultimately, to dismissal.

All students must understand that they represent Papillon Montessori at all times when enrolled in School, including vacations, breaks, and weekends. Any off-campus behavior which, in the opinion of the Administration and faculty is detrimental to the good name of the school or which has a negative impact on any member of our community will jeopardize the student's position at the school and may subject the student to disciplinary action. We expect students to avoid all types of behaviors that may be harmful to themselves or others. As examples, off campus internet activity, use of drugs, alcohol or tobacco, any misrepresentation online of the school, its name, or its constituents, may result in a student receiving disciplinary action, up to and including dismissal from school.

DISCIPLINE PROCEDURES

Papillon Montessori seeks to lead all children to cooperative behavior and active membership in a productive, loving, and caring classroom community. We are invested in helping children grow emotionally as well as academically. We employ positive discipline techniques with the children, including:

1. Positive reinforcement, such as complimenting a good effort.
2. Negative reinforcement, such as ignoring requests made in a whining tone of voice.
3. Natural consequences, such as requiring a child to clean up a mess he or she made.
4. Logical consequences, such as removing a privilege in response to poor behavior.

All of these techniques are employed in a kind, consistent, and firm manner. Misbehavior is addressed through the use of redirection to other activities, appropriate explanation of the behavioral error, the use of logical and clear consequences related to the behavior, removal of appropriate freedoms or privileges, active problem solving, and appropriate use of cool down periods prior to revisiting a situation.

SERIOUS ERRORS IN BEHAVIOR

Some cases of serious misbehavior require immediate intervention by the staff. The child will be removed from the situation to a safe space for a period of time and the Head of School will be notified of the situation that has led to the child's removal from the environment. The parents of the child will generally be notified of both the unacceptable behavior and any outcomes within 24 hours.

The following are examples of serious misbehavior that will generally result in the child's removal from the situation:

- Property destruction
- Exhibitions of willful defiance
- Repeated refusal to comply
- Out-of-control behavior (hurtful hitting, kicking, temper tantrums, throwing objects);
- Any other behavior that staff concludes requires removal.

Following the incident, the Head of School may determine that your child:

- Will be assigned to a particular work location for the remainder of the day
- Will be sent home for the day or,
- Will not be permitted to come to school on the following day.

Additionally, a conference with the Head of School, teacher and parents may be scheduled to determine the nature of the child's misbehavior and the positive behavior desired. Future expectations will be discussed with the parents.

TRAFFIC STUDY

PARKING & TRANSPORTATION

CAMPUS SAFETY

There is no issue more important than the SAFETY of your children. Beginning this year, LPP will implement a Car Line drop-off and pick-up procedure for all students. These procedures are being implemented to increase the safety of our students during drop-off and pick-up times. With your full cooperation and participation, we expect the added benefit of reducing the time spent during drop-off and pick up for parents. We ask that all parents/guardians please familiarize yourselves well with all of the new procedures PRIOR TO THE FIRST DAY OF SCHOOL, and continue to adhere to the Car line procedures and rules throughout the year. Failure to adhere to all of the rules and procedures is against school policy, and will endanger our students and staff.

CAR LINE DROP-OFF PROCEDURE

Car Line Drop-Off procedure will involve use of a ramp area where the arriving students will be removed from the vehicle. Vehicles will join the line by approaching from Rue Vendome (south bound) onto Biarritz Drive (west bound). Color-coded LPP decals need to be affixed to the passenger side lower corner of your windshield, to identify your vehicle as an LPP parent. Vehicles will enter the school street and drive as far up the street as directed. LPP staff will open the vehicle doors, student(s) seatbelts MUST be unbuckled by the parent. Ten vehicles at a time will be serviced. The driver and any non-student passengers in the vehicle must not exit the vehicle AT ANY TIME during the process.

DROP-OFF SCHEDULE FOR ALL STUDENTS
Elementary/ Pre-K/ Toddler 8:30-9:00 am

****The drop off loading zone will be promptly closed at 9:00 am, at which time you will need to go to the office, where a late fee will be assessed. *****

CAR LINE PICK-UP PROCEDURE

Car Line Pick-Up procedures will also use the school street loading zone. Parents/Guardians arriving to pick up students will approach from Rue Vendome (south bound) onto Biarritz Drive (west bound) to join the line. Access to the loading zone will be from West bound Biarritz Drive ONLY. Vehicles in line will prominently display the **PINK** family name sheet from the passenger side visor to identify which child they are picking up. This will allow LPP staff to “stage” students for pick up and assist greatly in the efficiency of the process. Vehicles will enter the loading zone, and drive as far up the street as directed. LPP staff will open the vehicle door(s), assist student(s) into their car seats, PARENTS MUST QUICKLY BUCKLE THEIR CHILD’S SEATBELT, and immediately exit the street loading zone area. Ten vehicles at a time will be serviced. The driver and any passengers in the vehicle will not exit the vehicle AT ANY TIME during the process. Students may only exit the vehicle from the PASSENGER side. Vehicles will IMMEDIATELY exit the loading zone after the car door is closed and they are instructed to.

PICK-UP SCHEDULE FOR STUDENTS * LOADING ZONE TIMES:
Toddler Half Day 11:15am
Elementary/ Pre-K/ Toddler 2:30-3:00pm

AUTHORIZED INDIVIDUAL STUDENT PICK-UP PROCEDURE

Families wishing to have an authorized individual pick up a student must have previously registered the individual with the school administration using the Official Authorization Form provided at registration.

If an individual is NOT on your Official Authorization List they must be added via our Dismissal Manager in accordance with Dismissal Manager Procedures. ** NOTE: Neither telephone calls nor emails will be accepted.

THREE (3) OR MORE CHILDREN POLICY

FOR SAFETY REASONS. Parents dropping off or picking up 3 or more children, must park on the west side of the school and pickup & drop-off at the school's double gates. **There are no exceptions.**

POLICY ON RELEASE OF CHILDREN TO ADULTS

At your child's scheduled departure time, he or she will be released according to the information recorded on the current annual "Pick-up Authorization Form." NO CHILD will be released to any person other than the custodial parent or guardian without consent via our Dismissal Manager system.

**** NOTE: Neither telephone calls nor emails will be accepted.**

An authorized adult must notify the office via our Dismissal Manager System of the following changes in transportation arrangements for your child:

- Additional authorized drivers for your child.
- Permanent changes (bus, carpool, etc.)
- Temporary changes (change of driver due to play-date or other circumstances)
- Changes related to transportation or child care on conference days, early release days, or after school events.
- Requests for same day changes will not be honored after 2:00pm.
- If a child is to be released to only one parent, for legal reasons, the Head of School must have on file a copy of the court order appointing that parent the ONLY legal custodian or the restraining order prohibiting a parent from contact with the child.
- If siblings will be picked up in separate cars.

GENERAL PAPILLON MONTESSORI PARKING/TRANSPORTATION RULES

Please follow these general rules to ensure an efficient and safe process.

- Children must exit on the passenger side only.
- Car seats must be secured on the passenger side only.
- All students MUST be dropped off and picked up using the car line up unless previously approved.
- Be courteous to other parents in the Car Line (do not cut in or enter from Brest Esplanade.)
- Be courteous of vehicles angle parked on Biarritz Drive attempting to exit parking spaces.
- DO NOT exit or allow a passenger or student to exit your vehicle while waiting in the car line.
- STOP ALL CELL PHONE OR ELECTRONIC USE PRIOR TO ARRIVAL AT THE RAMP AREA.
- Have student's backpacks, lunch box etc. with student to expedite exit from vehicle.
- Say goodbye to students prior to entering the ramp area.
- Drive as far up the ramp as directed.
- DO NOT exit or allow a non-student passenger to exit your vehicle while in the ramp.
- Be respectful of all faculty/staff, maintenance support, parents and students.
- Do not call out or say hello to students who are within the waiting area, as it can be distracting and dangerous.
- Late fees apply for late drop-off and late pick-up, please refer to Parent Handbook.

DISMISSAL MANAGER SYSTEM

The school uses a web-based service called School Dismissal Manager. This system is to enable parents to easily and securely inform the School Administration of who is authorized to pick up your children from school. It is intended to supplement the permanent AUTHORIZATION FORMS, and entirely replace the notes and phone calls to the office that let the school know of any changes to your child/ren's regular dismissal.

The permanent Authorization Form that parents fill out during enrollment will still be the main reference for your child/ren's drop off and dismissal. If you wish to have someone other than yourself, or a member of your permanent authorization list pick up your child, you MUST log in and use this system to change the pick-up procedure for that day only. We CANNOT release them to any person other than those listed in our system as "parents/guardians."

You will have UNTIL 2:00 pm each day to change the arrangements and inform us who the assigned person is for that day.

ALL PERSONS PICKING UP YOUR CHILD/REN WILL BE REQUIRED TO SHOW IDENTIFICATION. All persons picking up your child/ren must park on the west-side of the school and walk to the MAIN GATE to pick up your child/ren.

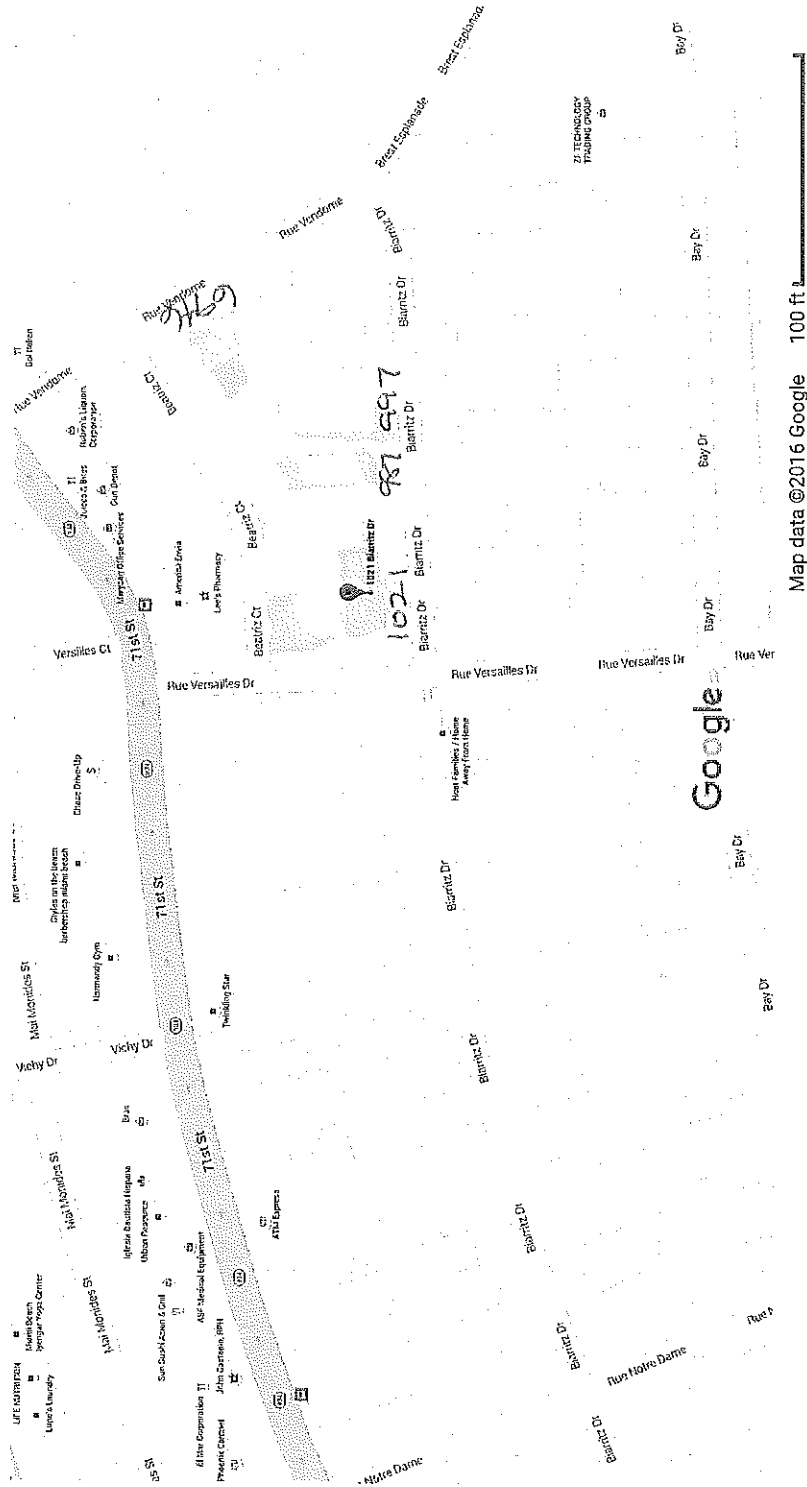
Additionally, all persons must opt in through SCHOOL DISMISSAL MANAGER to receive text messages. Once you log in to School Dismissal Manager, you must provide your phone number and service carrier, and check "opt in." This will allow us to send you a text message in order to communicate with you in the event of a "State of Emergency", or unexpected scheduled changes.

You may Log-in to School Dismissal Manager using the credentials sent in our enrollment emails. Please note that the first time you log in, you will be required to set a new password. Please keep your username and password saved, as you will use them throughout the year.

Your cooperation is appreciated in using this tool to help keep dismissal time safe and orderly.

LOCATION PLAN

Google Maps 1021 Biarritz Dr



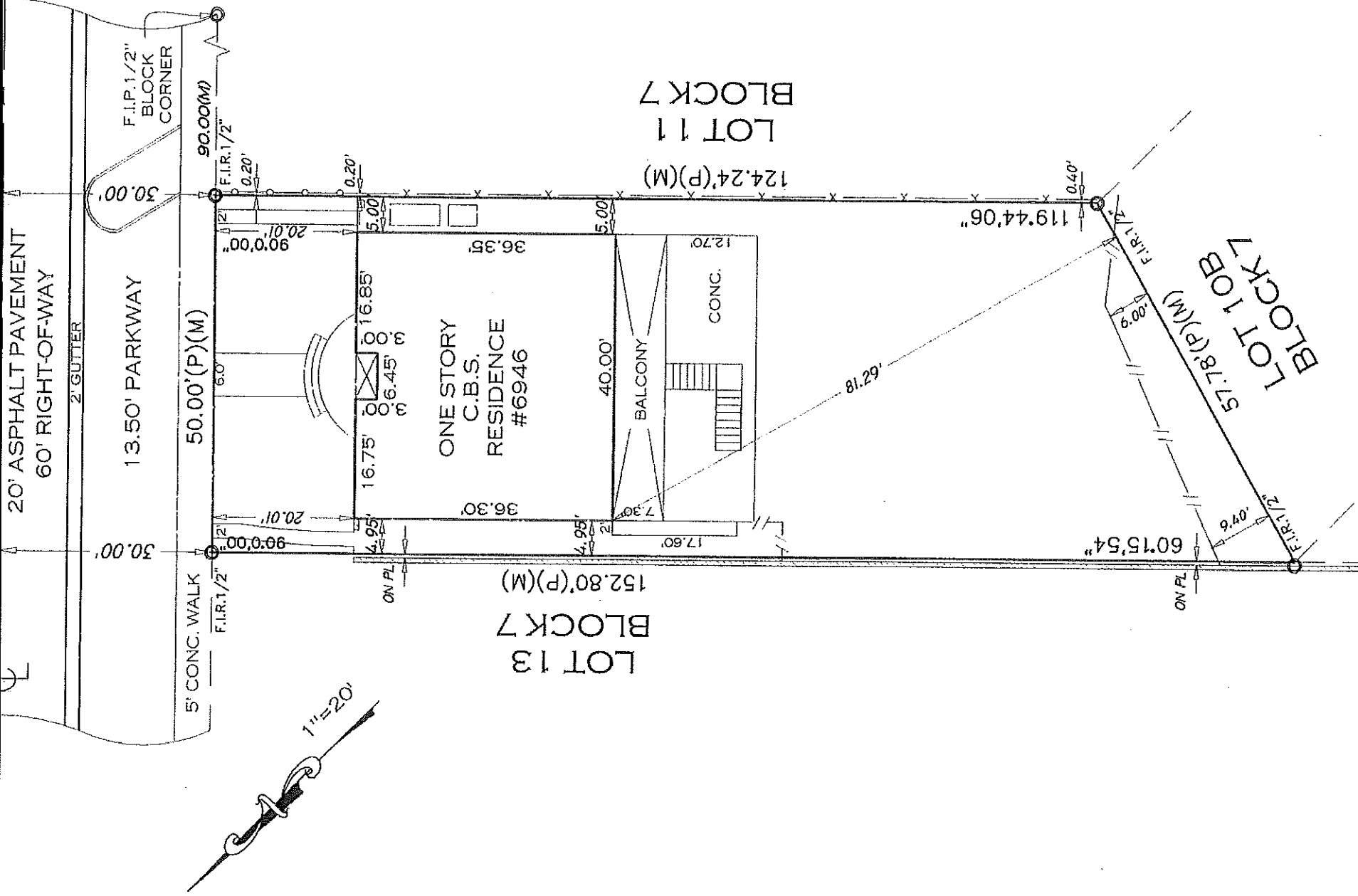
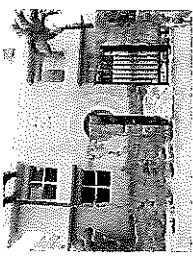
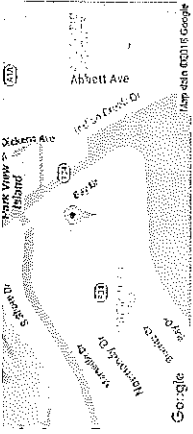
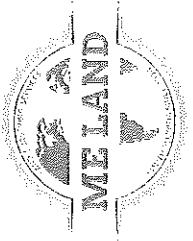
1021 Biarritz Dr
Miami Beach, FL 33141



At this location

SURVEY

6946 RUE VENDOME



Accepted By:

Property Address:
6946 Rue Vendome
Miami Beach, FLORIDA 33141

Notes: NO NOTES

SURVEYOR'S CERTIFICATION: I HEREBY CERTIFY THAT THIS BOUNDARY SURVEY IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY PERFORMED UNDER MY DIRECTION. THIS COMPLES WITH THE MINIMUM TECHNICAL REQUIREMENTS SET FORTH BY THE STATE OF FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 62, PART 1, ARTICLE 1, SECTION 1, THROUGH 62-17-022, FLORIDA ADMINISTRATIVE CODE PURSUANT TO CHAPTER 62, PART 1, ARTICLE 1, SECTION 1, THROUGH 62-17-022, FLORIDA STATUTES.

SIGNED **EFRAIN LOPEZ** FOR THE FIRM
STATE OF FLORIDA
P.S.M. No. 6792

NOT VALID WITHOUT AND AUTHENTICATED ELECTRONIC SIGNATURE AND AUTHENTICATED ELECTRONIC SEAL AND/OR THIS MAP IS NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A LICENSED SURVEYOR AND MAPPER.

M.E. Land Surveying, Inc.
10665 SW 190th Street
Suite 3110
Miami, FL 33157
Phone: (305) 740-3319
Fax: (305) 669-3190
LB#: 7989



[illegible]

6946 Rue Vendome
Miami Beach, FLORIDA 33141

Community Number: 120651
Panel Number: 12086C0307L

Suffix: L

Suffix: L

Date of Firm Index: 09/11/2009

Flood Zone: AE

Base Flood Elevation: 8

Date of Field Work: 04/21/2016

Date of Completion: 04/25/2016

General Notes:

- 1.) The Legal Description used to perform this survey was supplied by others. This survey does not determine or is not to imply ownership
- 2.) This survey only shows above ground improvements.
- 3.) Underground utilities, footings, or encroachments are not located on this survey map
- 3.) If there is a septic tank, well, or drain field on this survey,
- 4.) the location of such items was shown to us by others and the information was not verified.
- 4.) Examination of the abstract of title will have to be made to determine recorded instruments, if any, effect this property. The lands shown herein were not abstracted for easement or other recorded encumbrances not shown on the plat
- 5.) Wall ties are done to the face of the wall.
- 6.) Fence ownership is not determined.
- 7.) Bearings referenced to line noted B.R
- 8.) Dimensions shown are platted and measured unless otherwise shown.
- 9.) No identification found on property corners unless noted.
- 10.) Not valid unless sealed with the signing surveyors embossed seal.
- 11.) Boundary survey means a drawing and/or graphic representation of the survey work performed in the field, could be drawn at a shown scale and/or not to scale
- 12.) Elevations if shown are based upon NGVD 1929 unless otherwise noted
- 13.) This is a BOUNDARY SURVEY unless otherwise noted.
- 14.) This survey is exclusive for the use of the parties to whom it is certified. The certifications do not extend to any unnamed parties.
- 15.) This survey shall not be used for construction/permitting purposes without written consent from the land surveyor who has signed and sealed this survey.

SECTION OF THE ISLE OF NORMANDY, according to the plat thereof, as recorded in Plat of Miami-Dade County, FLORIDA

While viewing the survey in any PDF Reader, select the File Drop-down and select "Print". Select a color printer, if available; or at least one with 8.5" x 14" (legal) paper. Select ALL for Print Range, and the # of copies you would like to print out.

Under the "Page Scaling" please make sure you have selected "None".

Do not check the "Auto-rotate and Center" box.

Check the "Choose Paper size by PDF" checkbox, then click OK to print.

inter" box.

checkbox, then click OK

This policy does not insure against loss or damage by reason of the following exceptions: Any rights, assessments, interests, or claims which may exist by reason of, or reflected by, the following facts shown on the survey prepared by EFFRAN LOPEZ dated 04/25/2016 bearing Job # B-16393;

a. NO NOTES

Certified To:
Le Petit Papillon Montessori, Corp.

Green and Kahn P.L.

Old Republic National Title Insurance Policy Issued Through Attorneys' Title Fund Services, LLC.

its successors and/or assigns as their interest may appear.

M.E. Land Surveying, Inc.

10665 SW 190th Street, Suite 3110 Miami, FL 33157

Phone: (305) 740-3319

Fax: (305) 669-3190

LB#: 7989

ELEVATION CERTIFICATE

OMB No. 1660-0008
Expires July 31, 2015

Important: Read the instructions on pages 1-9

SECTION A - PROPERTY INFORMATION	
A1. Building Owner's Name Le Petit Papillon Montessori, Corp.	For Insurance Company Use Policy Number
A2. Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No. 6946 Rue Vendome	Company NAIC Number
City Miami Beach	ZIP Code 33141
A3. Property Description (Lot and Block numbers, Tax Parcel Number, Legal Description, etc.) Lot Number: 12 Block Number: 7	

A4. Building Use (e.g., Residential, Non-Residential, Addition, Accessory, Etc.) commercial	
A5. Latitude/Longitude: Lat. Long. Horizontal Datum: [] NAD 1927 [X] NAD 1983	
A6. Attach at least 2 photographs of the building if the Certificate is being used to obtain flood insurance	
A7. Building Diagram number 8	
A8. For a building with a crawlspace or enclosure(s):	A9. For a building with an attached garage:
a) Square footage of crawlspace or enclosure(s) 2559 Sq. Ft.	a) Square footage of attached garage N/A Sq. Ft.
b) No. of permanent flood openings in the crawlspace or enclosure(s) within 1.0 foot above adjacent grade 7	b) No. of permanent flood openings in the attached garage within 1.0 foot above adjacent grade N/A
c) Total net area of flood openings in A8.b 1536 Sq. Ft.	c) Total net area of flood openings in A9.b N/A Sq. Ft.
d) Engineered flood openings? [] Yes [X] No	d) Engineered flood openings? [] Yes [X] No

SECTION B - FLOOD INSURANCE RATE MAP (FIRM) INFORMATION			
B1. NFIP Community Name & Community Number 120651	B2. County Name Miami-Dade County	B3. State FLORIDA	
B4. Map/Panel Number 12086C0307L	B5. Suffix L	B6. FIRM Index Date 09/11/2009	B7. FIRM Panel Effective/Revised Date 09/11/2009
		B8. Flood Zone(s) AE	B9. Base Flood elevation(s) (Zone AO, use base flood depth) 8

B10. Indicate the source of the Base Flood Elevation (BFE) data or base flood depth entered in item B9.
[] FIS Profile [X] FIRM [] Community Determined [] Other (Describe)

B11. Indicate elevation datum used for BFE in item B9 [X] NGVD 1929 [] NAVD 1988 [] Other (Describe)

B12. Is the building located in a Coastal Barrier Resources System (CBRS) area or Otherwise protected Area (OPA)? [] Yes [X] No
Designation Date N/A [] CBRS [] OPA

SECTION C - BUILDING ELEVATION INFORMATION (SURVEY REQUIRED)	
C1. Building elevations are based on: *A new Elevation Certificate will be required when construction of the building is complete.	[] Construction Drawings* [X] Building Under Construction* [X] Finished Construction
C2. Elevations - Zones A1-A30, AE, AH, A (with BFE), VE, V1-V30, V (with BFE), AR, AR/A, AR/AE, AR/A1-A30, AR/AH, AR/AO. Complete items C2.a-h below according to the building diagram specified in item A7. IN Puerto Rico only, enter meters.	
Benchmark Utilized Vertical Datum NGVD 1929	Conversion/Comments N/A
a) Top of bottom floor (including basement, crawlspace, or enclosure floor)	Check the measurement used. 4.93 [X] Feet [] meters
b) Top of the next highest floor	7.23 [X] Feet [] meters
c) Bottom of the lowest horizontal structural member (V Zones only)	N/A [X] Feet [] meters
d) Attached Garage (top of slab)	N/A [X] Feet [] meters
e) Lowest elevation of machinery or equipment servicing the building (Describe type of equipment and location in Comments)	5.18 [X] Feet [] meters
f) Lowest adjacent (finished) grade next to building (LAG)	4.38 [X] Feet [] meters
g) Highest adjacent (finished) grade next to building (HAG)	4.93 [X] Feet [] meters
h) Lowest adjacent grade at lowest elevation of deck or stairs including structural support	N/A [X] Feet [] meters

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION

This certification is to be signed and sealed by a land surveyor, engineer, or architect authorized by law to certify elevation information. I certify that the information on this Certificate represents my best efforts to interpret the data available.
I understand that any false statement may be punishable by fine or imprisonment under 17 U.S. Code, Section 1001.
[X] Check here if comments are provided on back of form. Were latitude and longitude in Section A provided by a licensed land surveyor? [X] Yes [] No
[] Check here if attachments.

Certifier's Name EFRAIN LOPEZ	License number 6792
Title PROFESSIONAL SURVEYOR & MAPPER	Company Name ME LAND SURVEYING
Address 10665 SW 190th STREET SUITE 3110	City State ZIP Code MIAMI FL 33157
Signature	Date Telephone 04/25/2016 (305) 740-3319



IMPORTANT: In these spaces, copy the corresponding information from Section A.		For Insurance Company Use
Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		Policy Number
6946 Rue Vendome		

City	State	ZIP Code	Company NAIC Number
Miami Beach	FLORIDA	33141	

SECTION D - SURVEYOR, ENGINEER, OR ARCHITECT CERTIFICATION (CONTINUED)

Copy both sides of this Elevation Certificate for (1) community official, (2) insurance agent/company, and (3) building owner.

Comments LATITUDE LONGITUDE PER GOOGLE, ATTACHMENTS = BUILDING PICTURES

C2E= AC UNIT

Signature	Date	[X] Check here if attachments
	04/25/2016	

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SECTION E - BUILDING ELEVATION INFORMATION (SURVEY NOT REQUIRED) FOR ZONE AO AND ZONE A (WITHOUT BFE)

For Zones AO and A (without BFE), complete items E1-E5. If the Certificate is intended to support a LOMA or LOMR-F request, complete Sections A, B, and C. For items E1-E4, use natural grade, if available. Check the measurement used. In Puerto Rico only, enter meters.

E1. Provide elevation information for the following and check the appropriate boxes to show whether the elevation is above or below the highest adjacent grade (HAG) and the lowest adjacent grade (LAG).

- a) Top of bottom floor (including basement, crawlspace, or enclosure) is N/A [X] Feet [] Meters [X] Above or [] Below the HAG
- b) Top of bottom floor (including basement, crawlspace, or enclosure) is N/A [X] Feet [] Meters [X] Above or [] Below the LAG
- E2. For Building Diagrams 6-9 with permanent flood openings provided in Section A items 8 and/or 9 (see pages 8-9 of instructions), the next higher floor (elevation C2.b in the diagrams) of the building is N/A [X] Feet [] Meters [X] Above or [] Below the HAG
- E3. Attached garage (top of slab) is N/A [X] Feet [] Meters [X] Above or [] Below the HAG
- E4. Top of platform of machinery and/or equipment servicing the building is N/A [X] Feet [] Meters [X] Above or [] Below the HAG
- E5. Zone AO only: If no flood depth number is available, is the top of the bottom floor elevated in accordance with the community's floodplain management ordinance? [] Yes [] No [X] Unknown . The local official must certify this information in Section G.

SECTION F - PROPERTY OWNER (OR OWNER'S REPRESENTATIVE) CERTIFICATION

The property owner or owner's authorized representative who completes Section A, B, and E for Zone A (without a FEMA-issued or community-issued BFE) or Zone AO must sign here. *The statements in sections A, B, and E are correct to the best of my knowledge.*

Property Owner's or Owner's Authorized Representative's Name

Address	City	State	ZIP Code
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Signature	Date	Telephone
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Comments

SECTION G - COMMUNITY INFORMATION (OPTIONAL)

The local official who is authorized by law or ordinance to administer the community's floodplain management ordinance can complete Sections A, B, C (or E), and G of this Elevation Certificate. Complete the applicable item(s) and sign below. Check measurement used in items G8 - G10. In Puerto Rico only, enter meters..

- G1. [] The information in Section C was taken from other documentation that has been signed and sealed by a licensed surveyor, engineer, or architect who is authorized by law to certify elevation information. (Indicate the source and date of the elevation data in the Comments area below.)
- G2. [] A community official completed Section E for a building located in Zone A (without a FEMA-issued or community-issued BFE) or Zone AO.
- G3. [] The following information (items G4-G8) is provided for community floodplain management purposes.

G4. Permit Number	G5. Date Permit Issued	G6. Date Certificate Of Compliance/Occupancy Issued
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- G7. This permit has been issued for: [] New Construction [] Substantial Improvement
- G8. Elevation of as-built lowest floor (including basement) of the building: [X] Feet [] Meters Datum
- G9. BFE or (in Zone AO) depth of flooding at the building site: [X] Feet [] Meters Datum
- G10. Community's design flood elevation [X] Feet [] Meters Datum

Local Official's Name	Title
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Community Name	Telephone
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Signature	Date
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Comments

Building Photographs

Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.		For Insurance Company Use	
6946 Rue Vendome		Policy Number	
City	State	Company NAIC Number	
Miami Beach	FLORIDA		
ZIP Code			
33141			

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken, "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View".

Front View



Rear View



Building Photographs
Continuation Page

Building Street Address (including Apt., Unit, Suite, and/or Bldg. No.) or P.O. Route and Box No.				For Insurance Company Use
6946 Rue Vendome				Policy Number
City	State	ZIP Code		
Miami Beach	FLORIDA	33141		
				Company NAIC Number

If submitting more photographs than will fit on the preceding page, affix the additional photographs below. Identify all photographs with: date taken; "Front View" and "Rear View"; and, if required, "Right Side View" and "Left Side View".

Left View



Right View

