

HQA-Spring Toddler Program

Guidelines:

The Toddler environment serves as a stepping-stone into the school's Montessori Program. It focuses on physical, socio-emotional and cognition development of the child.

The Toddler room has two groups:

Toddlers (15 Months-22 Months)

HQA-Spring considers the admission of children who WILL BE 15 months old, by October 1st of the academic year applied for.

Transitional Toddlers (23 Months -35 Months)

Children who WILL BE 23 Months old by October 1st of the academic year applied for are considered for this program.

Students in this age group will begin potty-training with parent teacher collaboration.

Our Toddler room is a nurturing environment where students learn to build concentration and independence. We provide an environment where learning is introduced through play and hands-on sensorial experiences.

Activities are designed to foster emotional and social development. We provide engaging hands-on and physical activities to build gross and fine motor skills.

Students sing rhymes and nasheeds for oral language development and preparation of phonemic awareness.

Transitional toddlers begin to work with phonemic awareness, number quantities, shapes and colors. Art and creative play is used to further enhance development of basic science concepts, culture and language development.

Diapers: HQA – Spring toddler parents will be expected to provide Diapers/Pull-ups with Velcro and wipes for their child(ren). Parents should provide diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. If you have any questions, please check with the office.

HQA-Spring Montessori Program

Montessori Program Guidelines: (3yrs-5yrs)

HQA-Spring strives for excellence in education while practicing the Montessori Method within an Islamic environment. Our young students are prepared to tarbiyah

Montessori (3 yrs. Old)

HQA-Spring considers the admission of children who WILL BE three years old:

- By October 1st of the academic year applied for.
- Are completely potty-trained, meaning no diapers OR pull-ups.
- Have passed the testing requirements for admission.

Montessori (4 yrs. old)

HQA-Spring considers the admission of children who WILL BE four years old:

- By October 1st of the academic year applied for.
- Are completely potty-trained, meaning no diapers OR pull-ups.
- Have passed the testing requirements for admission.

Kindergarten (5 yrs. old)

HQA-Spring considers the admission of children who WILL BE five years old:

- By October 1st of the academic year applied for.
- Have passed the testing requirements for admission.

Montessori Program Restrictions : (3yrs-5yrs)

Siblings and cousins entering the Montessori Program WILL NOT be in the same class.

Students starting Pre-School OR Pre-KG must be able to TELL if they need to use the bathroom.

IF a student has more than 4 accidents in a week, they will be sent home for 3 consecutive days to be completely potty-trained.

HQA-Spring will NOT cater to any requests made for homeroom teacher OR class section.

Montessori Program Curriculum : (3yrs-5yrs)

Our Early Childcare classrooms provide a holistic approach to learning, where:

The teacher serves as the guide and encourages order, coordination, concentration, and independence in children.

Classroom layouts, Hand-on materials, routines, and freedom of choice feed the natural curiosities of each child.

Teachers support a student led environment, initiating self-regulation and a love for lifelong learning.

Student learning involves differentiation and introduction of complex learning concepts through hands-on experiences that lead to deeper understanding.

Students remain with the same teacher for 3 years (IF they begin as a pre-school student), respecting each child's development and potential.

Multi-age students in the same environment initiate peer learning and a sense of community. HQA-Spring's curriculum is supported by various indoor and outdoor activities.

Arabic and Quran are part of the Kindergarten daily schedule. Students learn pronunciation of letters, learn surahs and read Quranic text. Islamic manners and values are modeled and practiced in daily routines.

Our Kindergarten Montessori Program is also compliant with the Texas Essential Knowledge and Skills (TEKS) published by the Texas Education Agency. Kindergarten students take an IOWA test, twice a year and Progress learning test, three times a year to monitor and assess growth in learning.

Toys:

HQA Spring Montessori has a variety of beautiful materials for their students to work on in the classroom. Montessori classes have Show and Tell one day of the week. Students may bring item related to show and tell ONLY on that day. Personal toys are not permitted otherwise as they can be broken, cause personal disputes, or get lost. HQA Montessori is not responsible for any lost or broken toys.

Supplies:

Each child will be provided with all the instructional supplies necessary for work in school. A supply fee is charged at the beginning of the year. Please mark all personal items sent to school clearly with your child's name

Additional personal items which are needed include:

- 1 A small blanket that fits a gallon size Ziploc bag for Preschool and Pre- kindergarten students for rest time.
- 2) Two sets of extra clothing for 3-5yr olds.

Ground Rules:

All Montessori classroom follow the same ground rules in addition to the HQA-Spring's discipline and behavior policy:

- Walk gently. Students may not run in the classrooms or hallways.

- Talk softly.
- Be courteous
- Everything in its right place.

Volunteer:

The successful operation of our school depends on efforts of parents like you. Our Montessori classrooms have a variety of parent involvement opportunities.

Some Possible opportunities based on program needs:

Reading Parent ,Ramadan Décor,Rug washing etc.

All classrooms choose one or two homeroom parents depending on classroom size. Homeroom parents assist the teachers with activities and events.

We encourage parent participation. Please get in touch with your homeroom teacher if you wish to help out. All volunteers must sign in at the front desk and get a "Visitor" badge. Parent volunteers do not monitor or correct behavior. During classroom observation or volunteering, all information must be kept confidential. Volunteer access is limited to the classroom or place of volunteering.

No Volunteering during testing dates/closed campus days.

If a parent chaperones a field trip, a background check and signed statement is required.

Playground rules:

Rules are to keep our young students safe. All Montessori students slide one way. Students must refrain from climbing on the slide. Students may not throw mulch.

School Day:

Please have your student in the building , 8:30am. 2:00pm. Consistent attendance is very important for academic growth. Students are expected to be in school every day unless they are ill. Please schedule vacations and appointments outside of school time.

If your student will be late or absent please email the homeroom teacher and front desk. Make every effort to be on time for drop-off and pickup.

Tardiness and late pickups are disruptive to the group, may cause your child to miss an important lesson, are unsettling to your child, and put a burden on staff. If a student is habitually tardy, parents will be contacted by their child's guide to discuss ways to improve their situation. If tardiness continues, parents will be contacted by the Head of School to find a workable solution.

Dress needs to be comfortable, simple and appropriate for activities in school. To foster self-esteem and independence, clothing that can be managed by the child is necessary. Students need to be dressed modestly. Students need to wear a cardigan for sleeveless dresses. Closed toes shoes are important.

Students are required to have 90% attendance during the school year.

Please read the updates from the office & all class communications.

Please call or email the office in advance if a student will be picked up by someone who is not on their emergency form.

Exercise caution in our parking lot. Do not allow children to cross the parking lot unattended. Never exceed the 5 mph speed limit.

PS and PK will be introduced to Islamic studies, Quran and Arabic. Kindergarten students will have a program geared towards reading the Quran, learning Islamic principles and Arabic language.

Tardies:

10 tardies/early pick = 1 absence.

Parent Communication:

Guides communicate with the parent via Remind and Email.

To request a meeting, an email must be sent to the teacher. Teachers have conference times that are stated in the class newsletter. We welcome any questions, comments or compliments.

All questions and concerns about your child's classroom should be taken directly to the head guide of that classroom.

If a problem arises in the classroom, your child's guide will contact you immediately. If resolution of a classroom problem is not achieved between guide and parent, either one may bring the matter to the Head of School for further discussion.

We make it a policy never to discuss your child in front of them. We may, at a parent or guide's request, offer referral to an outside resource. The school does not cover these costs.

If you have a concern you would like to discuss with someone on the staff, please contact the office and the appropriate person will get back to you.

Questions and concerns of an administrative nature can be brought directly to the attention of the Head of School.