

Diyanet Center of America Montessori Educational Program

Parent Handbook 2025-2026

Primary and Elementary Classrooms

2025-2026 School Year

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1. Welcome

2025 2026 School Year

Dear Parents,

Our Montessori Educational Program aims to encompass our children with the great values of the religion of Islam. As Diyanet Center of America (DCA), our ideal is to teach goodness, loyalty, justice, rightfulness, and mercy to our children in the framework of the universal values of the Quran and the Prophetic teachings, to surround them with Islamic values as they take their first step into the world, and to raise them as peaceful believers in Islam.

We are pleased that you have selected Diyanet Center of America Montessori Educational Program for your child's early childhood education and we look forward to working with you and providing your child with a successful and enriching learning experience.

Diyanet Center of America Montessori Educational Program offers children the opportunity to learn and develop in a happy, secure, creative, and stimulating environment. We firmly believe that parent involvement is one of the significant reasons that children succeed in school. This Parent Handbook will serve as a handy reference throughout the year and as a guide as we work together on your child's behalf. After you have reviewed the handbook, please be sure to sign and return the Acknowledgement Page to the school Principal. Due by September 10th.

Special Requests: In continuing to service your child's social, emotional, physical, and cognitive needs we ask that the Principal be made aware of any changes or accommodations that your child may need as he or she grows and develops.

Notification of Withdrawal: Parents who wish to withdraw their child must give written notice 30 days prior to leaving.

Sign In/Out: All children must be signed in and signed out daily when arriving and departing from school. Please understand this is a state regulation and one of our quality assurance items that must meet full compliance. You must escort your child to his/her classroom door daily. Please remember that children should never be unattended and should be following the walking feet rule.

Educationally Yours,

DCA Montessori Educational Program Administrative Staff

2. School Year Calendar

(Subject to Change)

3. Mission

The mission of Diyamet Center of America Montessori Educational Program is to provide a home for children that respects and nurtures a child's inner guidance and develops a community of learners who share a universal view of the world. Our aim is to integrate with the teachings and philosophy of our natural desire to establish peace and justice not only in the classroom, but in our communities and the world. More importantly, our goal is to introduce the teachings of the Prophet (SAW) and reflect on the guidance of the Quran.

4. Philosophy & Goals

Our major goal is to provide the necessary educational activities that will allow your child to function successfully when he/she enters an elementary school program. Through the Montessori Curriculum, DCA Montessori Educational Program children are given plenty of room to discover, explore, and learn. This is their introduction to a lifetime of learning, and it's a journey that should start on the right foot. Our environment is built around children and their needs. Our teachers have the sensitivity and knowledge to understand a child's individual developmental needs. They will help each child learn in his or her own way. Our classroom and playground are well-appointed and designed to stimulate young minds. Most importantly, we encourage a highly productive partnership between the teachers, the director, and the parents. DCA Montessori Educational Program Curriculum is an integrated series of programs for young learners that engage their senses, mind, and body. The Montessori Curriculum follows each child's interest in discovery and hands-on learning. The curriculum takes advantage of a child's readiness to learn with manipulatives, easily understood, challenging, and meaningful activities.

5. Registration

Any child enrolled will need to complete several forms, as listed: Application, Registration, Tuition Agreement, Emergency Contact, Birth Certificate, and Immunization Record on registration. This information must be kept current throughout your child's enrollment. There is an annual, nonrefundable registration fee due at the time of enrollment and renewable each June, or before. Our annual re-enrollment period begins early spring prior to the start of the fiscal year in June.

6. Tuition Policy

- Tuition fee is \$10,750.00 per Academic year per child for 5 Full Days
- Monthly installments are \$1,075
- Tuition fee is \$6,300.00 per Academic year per child for 5 Half Days
- Monthly installments are \$630
- Application fee is \$100
- Sibling discount is 10% for each sibling
- Activity fee \$250

AUTOMATIC PAYMENT SCHEDULE

DIYANET CENTER OF AMERICA MONTESSORI EDUCATIONAL PROGRAM will be collecting tuition payments via an online automatic withdrawal system. The payment system will automatically withdraw the agreed upon tuition rate from September through May, from the account of the initial deposit check. Your OCTOBER billing will include "HALF OF JUNE" tuition. This is your security deposit. Alternative date withdrawals can be discussed and arranged with the Program Director.

INSUFFICIENT FUNDS FEE

There is a \$250 fee if the tuition is withdrawn and there are insufficient funds. If you need a different date for withdrawal please notify and discuss with the Program Director.

7. Withdrawal

Parents who wish to withdraw their child must give written notice 30 days prior to leaving. We reserve the right to suspend or dismiss a child (in our sole discretion) for unsatisfactory or inappropriate behavior, if we do not have adequate expertise or resources for the child's educational, medical, or other needs, for violations of our policies, or if for any reason we determine it to be in the best interest of the school. If you were called by the school to pick up your child early because of behavioral issues, full tuition is expected for that day.

If you wish to return after withdrawing your child, space is not guaranteed and you must pay a new registration fee and deposit applicable to new enrollees. You must also give us two weeks' written notice prior to requesting a change in your child's attendance. This also applies to extended leaves throughout the school year. For part-time enrollments that need to add or change an attendance day please be advised there is no guarantee on availability.

8. Student Arrival

All children must be signed in and signed out daily when arriving and departing from school. Please understand this is a state regulation and one of our quality assurance items that must meet full compliance. Parents can sign in and out on the daily attendance through an electronic application located in front of the classroom before the entrance door. You must escort your child to his/her classroom door daily. Parents are asked to wait outside the door and the teacher meets and takes the child and belongings. Please remember children should never be unattended and should be following the walking feet rule. Staff will not receive students before 8:45 a.m. nor will we receive children after 9:00 a.m. unless prior arrangements (email the office) have been made, such as a doctors appointment or a family emergency. Pick up time is 3:15 - 3:30 p.m. unless stated otherwise. Late arrivals must enter through the middle door.

All students picked up after (Half time) 1:00 PM and (Full time) 3:30 PM, will be fined \$1 a minute. Please be on time to avoid the late fees.

In order that we may properly supervise your child, a parent or an authorized representative must sign the in and out record when bringing and picking up children. No child will be released to anyone other than his/her parent without prior authorization from the parent. Children will not be released to anyone unless they are listed on the childs pickup list and/or Emergency information on the application. Proof of identification will be required. If you need someone else to pick up your child, we will need a signed/dated note, email from you, or a telephone call. Your child will NOT be released from the school without the proper procedure being followed.

9. Health and Safety

All students are required to have updated physical health forms and immunization records on file. All physical health forms must be submitted within 30 days of enrollment.

The director is trained in First Aid and CPR and teachers can take care of everyday bumps and bruises. If a child has an accident or incident during the day, the appropriate form will be filed and sent home for the parents notice. For any serious accident or incident, we will attempt to notify parents by telephone.

In the event of a serious emergency, the school will secure immediate medical attention as described on the Authorization for Medical Treatment section of the childs enrollment form filed in the school office. Every effort will be made to contact parents, guardians, or authorized family members or friends.

Student health is an important factor at DCA Montessori Educational Program. Observation and supervision of the health of students during school hours is the responsibility of the teacher. We reserve the right to refuse admittance to any student who shows signs

of illness. A student who becomes ill at school will be made comfortable until his/her parents can be notified and the student is picked up from school. A parent must pick up an ill child within one hour of notification.

As part of the admissions procedure, you authorize us to obtain immediate medical care if a medical emergency occurs when you cannot be located immediately. Such care may be from a physician or hospital other than your child's physician if in our judgment there is insufficient time to first contact your child's physician. You also authorize us to make the decision when an emergency exists.

10. Sick Policy

The purpose of our sick policy as it applies to children is as follows:

- To reduce the spread of illness from the sick child to other children.
- To reduce the possibility of the recuperating child returning to school before the child is fully recovered from the illness, which in turn could develop into a more serious illness.
- To prevent the constant spread of colds, flu, and diarrhea so common among children.

Parents are to assist us in maintaining a safe and healthy environment for all of our children by helping to reduce the spread of illness from a sick child. If you, as a parent, have any questions regarding this policy, feel free to discuss them with your director.

Illness / Covid

A sick child must stay home where he/she is most relaxed and comfortable. Children may be sent home if they have any specific symptoms as listed below. In addition, a child must be free of all of these specified symptoms for at least 24 hours before he/she can be returned to school. These symptoms are as follows:

1. A fever of 100 degrees or more.
2. Vomiting within the previous 24-hour period.
3. Diarrhea within the previous 24-hour period (including recurring episodes of diarrhea at school).
4. A heavy nasal discharge indicative of infection or virus.
5. A constant cough or sore throat.
6. Fussy, cranky behavior and generally not acting themselves.

7. A skin rash, excluding diaper rash.
8. Head lice. (Note: Children must be nit-free to return to school.)
9. Symptoms of a communicable disease.
10. An eye showing redness or discharge.
11. Any discolored discharge from eyes, ears, and or nose.

Following an illness, a child may return to school once he/she has either been seen by a doctor or it has been determined that the illness is not contagious. A doctors clearance may be requested.

General Notice: Students having a temperature of 100°F or more should be fever free (while off of fever-reducing medicine) for a minimum of 24 hours before returning to school.

Students at DCA Montessori Educational Program will be involved in physical fitness activities, both indoors and outdoors, as an important part of the curriculum. If a parent believes that his/her child is not well enough to participate, he/she will probably be more comfortable at home in more familiar surroundings. The school is not equipped to accommodate the needs of a sick child.

11. Personal Belongings

While at school, children are asked to wear comfortable, washable clothing. They should also have outerwear that is suited to the weather in order to allow for outdoor play. In case of an emergency, children should bring an entire change of clothing (including socks) in a labeled bag to be kept at school. All sweaters, hats, coats, mittens, boots, etc. must be labeled with the childs name. For safety reasons, clogs, sandals, open-toe, and slick-soled shoes may not be worn.

12. Fire and Safety Drills

As requested by law, the school will hold regular fire and safety drills. It is expected that all students on the campus at the time of such drills will participate fully. At times, these drills may take place in inclement weather. All attempts will be made to assure that children are properly attired at such times not forgetting the overall goal to evacuate the children as quickly and safely as possible. Should you find yourself on campus while a drill is taking place, please participate with your child. Please take time to review and discuss the importance of such drills with your child and be sure that he or she knows the routines.

13. Rules for Vehicles

Because the safety of our children is of paramount concern to us, we require all parents to adhere to the following rules of the road while on campus:

- All vehicles must obey the 5 miles per hour speed limit at all times while on school property.
- While on school grounds, pedestrians always have the right of way.
- Vehicle ignitions MUST be turned off and the keys removed while parked on school grounds.
- Children may NOT be left unattended in a vehicle at any time or for any reason.
- Please leave handicapped spaces for those with special needs.
- Children may not extend any part of their body through the vehicle windows.

Violations of these rules may result in a warning. If a violation is serious, or if violations continue, school personnel are authorized to take a tag number to report to the local police.

Please note that all Emergency Contact information is brought to any off-campus trip by staff, and that a face-to-name roll call is conducted.

14. Inclement Weather

If we deem it necessary to close school early due to inclement weather parents will be notified by telephone during school hours and told our early closing time. If weather forces us to close the school entirely and/or delay opening parents will be informed via email. In general, we will be following PG County Public Schools decisions on delays and cancellations. There is NO financial reimbursement for closings beyond our control.

15. Address and Telephone Number

It is very important that all students emergency cards are up-to-date at all times. If you have moved or have changed your home or work telephone number, please notify the office immediately. Please also inform us if there are any changes in the emergency telephone numbers of the people to contact if you are not available. All Emergency Contact persons should be fairly local to the school in case of an emergency.

16. Parent Involvement & Communication

DCA Montessori Educational Program has varying opportunities for participation, such as donating time or treats for parties, accompanying field trips, etc. We encourage participation and volunteering if Covid permits. Parents will also be asked to participate in parent-teacher conferences periodically throughout the year to discuss their child's progress. Your continued support is essential in creating a positive learning atmosphere for your child. DCA Montessori Educational Program encourages the establishment of open channels for the parents or legal guardians of the children in the school to communicate with the school. Parents or legal guardians not subject to a restriction (such as a court order) are able to interact with their child's teacher, on a regular, daily basis during the school's normal hours of operation (subject to any applicable procedures of the school, such as those relating to security, or those imposed by the school to ensure the effectiveness of teaching and classroom management).

In addition, parents or guardians are able to interact with their child's principal on a regular basis, and can make an appointment to meet with their child's principal (on an as-needed basis, the Executive Director to whom such principal reports) at a mutually convenient time.

17. Suggestions and Concerns

DCA Montessori Educational Program welcomes your suggestions and respects your concerns. Our goal is to provide an opportunity for open communication between parents and our staff.

18. Miscellaneous

Receipts

Parents can request for monthly/year-end receipts by submitting the request in writing to school administration.

Use of Photographs etc.

You authorize us to use your child's photograph or appearance in any advertising or other media.

Responsibility

You agree that you will be responsible for any loss, damage, or destruction by your child of any property of the school and for any damages for which the school becomes liable or chargeable because of your child's actions.

Special Programs

Special events will be publicized by newsletters and other forms of communication well before the events, e.g., pictures, videos, and special events.

19. Parent Acknowledgement Form

Early Childhood/Elementary Programs

Parent Handbook

Student Name (Please Print): _____

Address: _____

Phone #: _____ (Home) _____ (Cell)

This Parent Handbook was created to promote an understanding of the policies and procedures at DCA Montessori Educational Program.

The information in this Parent Handbook applies to all activities occurring on school grounds, and during any school-related activity. It is important that parents and students are familiar with these expectations.

Please remove this page, sign it, and return it to the Principal. It will be added to your child's permanent file. Your signature means that you have received this Parent Handbook and understand the policies and procedures of DCA Montessori Educational Program.

I have read and understand the policies and procedures in the DCA Montessori Educational Program Preschool Parent Handbook. I agree to abide by them with my child(ren).

Parent/Guardian and Signature: _____ **Date:** _____

Parent/Guardian and Signature: _____ **Date:** _____

Submission Date and Signature of Administrative Staff: _____