

**Blue Diamond Montessori Center**  
2050 Double Creek Dr., Suite 108, Round Rock, TX 78664  
Phone: (512) 388-2050 Fax: (512) 246-1041

## 2016 PARENT HANDBOOK



### **Blue Diamond Montessori Center** Equal opportunity Montessori provider

#### ***Our Learning Program Emphasizes --***

- ❖ Language and Emerging Literary Skills
  - ❖ Socialization Skills
- ❖ Self-esteem Development
  - ❖ Math Concepts
- ❖ Problem Solving Techniques
  - ❖ Physical Development
- ❖ Elementary School Readiness

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## **Welcome!**

*Dear Parents and Guardians,*

*Welcome to Blue Diamond Montessori Childcare. We have Montessori Curriculum and follow Montessori way of learning which is "child directed". The waiting list and enrollment fee is different for the programs. Our vision to provide your child with a happy, "School Like Environment" to thrive within a safe, fun early-childhood development program.*

***Our Main Goal is to try and have children from this center perform better than average when they attend Kindergarten / Elementary School. Blue Diamond Montessori Center will facilitate with reading / writing and learning skills, but does not guarantee any specific results.***

*Our philosophy of childcare is to provide an environment for the child:*

- *As much like "school" as possible*
- *Where learning happens as a result of fun activities*
- *That encourages socialization as well as independent play*
- *To reinforce the values of honor and virtue*
- *That helps the child learn how to successfully relate to others*
- *Where the child feels safe and happy*

*Our philosophy of childcare is to provide for the parents / guardians:*

- *Open and honest communication about your child*
- *Up-to-date information about your child's activities*
- *An attitude of teamwork in areas relating to your child's development*

*Our background gives me the support to bring about my philosophy, including:*

- *12+ years' experience in Child Care*
- *Montessori diploma from NAMC.*
- *Master degree in zoology*
- *Two years' experience as working for Diversity Council – in Rochester, MN - It's all about respect*
- *Two years Board Member with Rochester International Association*
- *Parent of three grown children*

*Our goals in caring for your child are to:*

- *Get to know your child's interests, strengths and challenges*
- *Build a goal chart specifically with your child's abilities in mind that includes physical and intellectual accomplishments*
- *Introduce art, music, pre-math, social self and pre-reading activities as your child shows an interest*
- *Provide for planned and spontaneous adult-child interaction*

*Security camera s are installed at Blue Diamond Montessori Center, the recordings are for security and staff training purpose and accessible only to the management. Any concerns you have regarding the childcare center, you are welcomed to talk to the assistant director in the office or the owner / director, Ms Singh @ 512-246-6626. Thanks!*

*Thank you for choosing "Blue Diamond Montessori Center". As a team, we can work together to provide a safe, fun environment for your Child/ran.*

## Child Profile

It will help us know your child better if you create a simple profile using the following checklist.

### **Is your child ...**

- |  |     |    |  |
|--|-----|----|--|
| <input type="checkbox"/> Shy                               | Yes | No |  |
| <input type="checkbox"/> Overactive                        | Yes | No |  |
| <input type="checkbox"/> Toilet trained                    | Yes | No |  |
| <input type="checkbox"/> Subject to temper tantrums        | Yes | No |  |
| <input type="checkbox"/> Used to a daily nap               | Yes | No |  |
| • Number of times _____                                    |     |    |  |
| • Length of nap _____                                      |     |    |  |
| <input type="checkbox"/> Used to a certain sleeping habits | Yes | No |  |
| • Bed time _____   |     |    |  |
| • Rising time _____  |     |    |  |
| <input type="checkbox"/> Taking any medication presently   | Yes | No |  |
| • If "Yes", please list _____                              |     |    |  |
| <input type="checkbox"/> Allergic to anything              | Yes | No |  |
| • If "Yes", please specify _____                           |     |    |  |

### **Does your child ...**

- |  |     |    |  |
|--|-----|----|--|
| <input type="checkbox"/> Suck his / her thumb / finger | Yes | No |  |
| <input type="checkbox"/> Use a special language        | Yes | No |  |
| <input type="checkbox"/> Have certain fears            | Yes | No |  |
| • If "Yes", please communicate about these             |     |    |  |
| <input type="checkbox"/> Bite his / her fingernails    | Yes | No |  |
| <input type="checkbox"/> Play well with other children | Yes | No |  |
| <input type="checkbox"/> Have siblings                 | Yes | No |  |
| • If "Yes", How many? Names, Ages                      |     |    |  |
| • _____  |     |    |  |

Events in your home atmosphere often affect your child's attitude. We are better able to help your child when you inform us of situations and / or events that may impact, such as:

- Divorce, separation from a relative or friend, death of a relative, friend or a pet
- Knowing about these transitional times allows us to give special attention, understanding, and care. Information you give us will remain confidential. Thank you for helping us care for your child. Other information we should know / be aware of to care for your child as a unique individual:
-

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**DVD / Video & Picture Permission**

I give permission for my child / children,

\_\_\_\_\_,'  
\_\_\_\_\_,'  
\_\_\_\_\_,'

to be photographed and video taped in the daily activities of this childcare facility for purposes of development recording and I am aware that security cameras might be used for everybody's protection.

I understand that if these photographs / videos / DVD are used in any promotional way, I will be asked to consent with another type of form.

\_\_\_\_\_  
Signature of Parent / Guardian

\_\_\_\_\_  
Date

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## Contract of Deposit / Withdrawal / Tuition Change

In order to secure a **Direct Enrollment** or a **Waiting List Position for Enrollment** in the center, I have read and understood the following policies and procedures.

**1. Upon direct enrollment for my child** at the center directly i.e. without waiting list, registration fee + 1/2 month enrollment deposit is required to save the spot (all this amount is non refundable). This 1/2 month tuition will be used for the last 15 days of your child's tuition with a written minimum of 1 month notice for withdrawal. The First tuition payment is due on the first day of attendance and will be pro-rated.

**2. Waiting list enrollment:** To secure a spot on the waiting list, Registration fee + 1month tuition is required. I must choose an enrollment deadline for my child. This date is based on my preferred date of enrollment and the assistant director/director prediction of possible openings in the center. I understand that the director of the center will predict to the best of their knowledge the earliest possibility of enrollment for my child, but that **this estimation will in no way be a guaranteed date of enrollment. The deposit is refunded in half (1/2) if I withdraw my child from the waiting list.** I may ask for a full refund of my deposit **only if the center is not able to enroll my child by my enrollment deadline and I do not want to continue to be on the waiting list.**

**In event of increase in tuition rates, parents will be notified 60 days in advance.**

Name of Child \_\_\_\_\_ Date of Birth \_\_\_\_\_

Amount of Deposit \_\_\_\_\_ Enrollment Deadline \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Home Address \_\_\_\_\_ Phone (H) \_\_\_\_\_

Email Address \_\_\_\_\_ Phone (C) \_\_\_\_\_ Phone (O) \_\_\_\_\_

## Contract between Parents and Providers

# Blue Diamond Montessori Center

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**Hours of Operation** 6:30 AM to 6:30 PM

**Days of Operation** Monday to Friday

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## Together, we will...

- Treat each other and your child with mutual respect
- Communicate regularly about your child's nutrition, new skills, joys or concerns, general health. The staff does a health check of each child and you give permission for it, this for the safety and well being of all children.
- Parents/Guardians are advised to join an advocacy groups for detecting and preventing child abuse. Recourse can be found on Georgetown Project of Williamson county, Bridges to Growth, Ph# (512) 864-3008, [www.georgetownproject.com](http://www.georgetownproject.com)
- Research shows Breast milk is the best for babies, we have various posters in this text in the infant room, and a quite place will be provided to mothers who wish to do so.
- Children's shoes must not have any loose parts. This is to avoid tripping hazards. e.g. no lace tying shoes allowed.
- Staff will do their best to keep track of your child's belongings (e.g. Jackets, caps, shoes etc) but Blue Diamond Montessori Center is not responsible for any lost items. Parents please label everything and do not BRING EXPENSIVE ITEMS TO THE CENTER.

## We have read and understand the policies, payment procedure of TMC Childcare.

Name of Child \_\_\_\_\_ Age \_\_\_\_\_

Name of Child \_\_\_\_\_ Age \_\_\_\_\_

Name of Child \_\_\_\_\_ Age \_\_\_\_\_

Parent / Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

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**Agreement**

**----- Parent Copy -----**

I have read and understand all papers given to me by the provider, and I agree to fulfill my responsibility as stated in these papers, especially provider's policies pertaining to the admission, care, and discharge of children.

I understand and agree that s/he cannot be accepted into care, when my child is ill (when s/he has oral temperature of 100.4 degrees F, severe illness, abnormal breathing, uncontrolled diarrhea, 2 or more vomiting episodes in 24 hours, contagious disease – as per minimum standards on illness and injury).

I agree to talk to my provider regularly about my child and work with my provider as a partner in the care of my child so that my child experiences consistency. I agree to work as a team with my provider and respect each party's child-rearing values. I/We hold the center harmless in the event regulations are followed.  
is offering parents a convenience of paying tuition for their child by Credit card/ debit Blue Diamond Montessori Center card. All parents using this understand this is Okayed by them. Blue Diamond Montessori Center is charged 1% charge for using this service which is NOT passed on to parents.  
The staff at Blue Diamond Montessori Center is not required to have adult vaccinations.

Parent / Guardian Signature \_\_\_\_\_

Provider / Care Giver Signature \_\_\_\_\_

Date \_\_\_\_\_



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**Agreement**

**----- Provider Copy -----**

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I understand and agree that s/he cannot be accepted into care, when my child is ill (when s/he has oral temperature of 100.4 degrees F, severe illness, abnormal breathing, uncontrolled diarrhea, 2 or more vomiting episodes in 24 hours, contagious disease – as per minimum standards on illness and injury).

I agree to talk to my provider regularly about my child and work with my provider as a partner in the care of my child so that my child experiences consistency. I agree to work as a team with my provider and respect each party's child-rearing values. I/We hold the center harmless in the event regulations are followed.

Blue Diamond Montessori Center is offering parents a convenience of paying tuition for their child by Credit card/ debit card. All parents using this understand this is Okayed by them. Blue Diamond Montessori Center is charged 1% charge for using this service which is NOT passed on to parents.

The staff at Blue Diamond Montessori Center is not required to have adult vaccinations.

Parent / Guardian Signature \_\_\_\_\_

Provider / Care Giver Signature \_\_\_\_\_

Date \_\_\_\_\_

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**Discipline and Guidance Policy for** Blue Diamond Montessori Center  
Name of Operation

Discipline must be:

- 1) Individualized and consistent for each child;
- 2) Age appropriate Sad Chair /Time out;
- 3) Appropriate to the child's level of understanding; and
- 4) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- 1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- 2) Reminding a child of behavior expectations daily by using clear, positive statements;
- 3) Redirecting behavior using positive statements; and
- 4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of disciplines and guidance are prohibited:

- 1) Corporal punishment or threats of corporal punishment;
- 2) Punishment associated with food, naps, or toilet training;
- 3) Pinching, shaking, or biting a child;
- 4) Hitting a child with a hand or instrument;
- 5) Putting anything in or on a child's mouth;
- 6) Humiliating, ridiculing, rejecting, or yelling at a child;
- 7) Subjecting a child to harsh, abusive, or profane language;
- 8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; &
- 9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

My signature verifies I have read and received a copy of this discipline and guidance policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Check one please:

- Parent / Guardian
- Employee / Caregiver
- Household member of childcare home

**Sample Operation Schedule**

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---

Welcome Activities	6:30 AM	to	8:00 AM
Breakfast	8:00 AM	to	9:00 AM
Curriculum Activities	9:00 AM	to	10:30 AM
Free Play (Outside)	10:30 AM	to	11:30 AM
Lunch	11:30 AM	to	12:30 PM
Nap / Quiet Time	12:30 PM	to	2:30 PM
Wake-Up Time	2:30 PM	to	3:00 PM
Afternoon Snack	3:00 PM	to	4:00 PM
Curriculum Activities	4:00 PM	to	4:30 PM
Story Time	4:30 PM	to	5:00 PM
Free Play	5:00 PM	to	6:30 PM

**Holidays Observed**

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This Center will be closed on the following holidays.

<u>❖ Holiday Observed</u>	<u>Approx. No. of Days</u>
❖ New Year's Day	1
❖ Memorial Day	1
❖ Independence Day (4 <sup>th</sup> of July)	1
❖ Labor Day	1
❖ Thanksgiving (Thursday)	1
❖ Day After Thanksgiving	1
❖ Winter Vacation	2

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❖ <u>Total # of Holidays Observed</u>	8
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### **BAD Weather Related Closings**

This Center will follow Round Rock ISD Bad Weather Related Closing Schedule, i.e. whenever RRISD is closed we will be closed as well, and if RRISD will open late due to bad weather we will open late too. Check TV, Radio and / or Round Rock ISD Web Site for Bad Weather Related Closings.

**EMERGENCY PREPARATION PLAN**— In event of news of person (beside the police) with fire arms in the news all doors of the center will be locked and the children will be kept inside. There is no gas line in the center. In the event we have vacate the building, our emergency shelter is -CHALLENGER SCHOOL, 1521 Joyce Lane, Round Rock, TX-78664, Ph# 512-255-8844. In the event either center phone is not working, back up phone # is 512-632-0611.

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## **Program Goals & Non-Discrimination Statement**

### **At this Childcare and Learning Center, we believe --**

- ❖ Children should be in a home-like setting in their early years where they feel safe and happy
- ❖ Learning should happen as a result of fun, development activities
- ❖ Children should learn how to relate to others with respect and honesty
- ❖ Time should be allowed for children to play in groups and individually
- ❖ Parents and providers should work together as a team to provide a positive experience for the children

### **At this Childcare and Learning Center, we admit –**

- ❖ Children of any racial, national, religious, ethnic origin, or ability level from all backgrounds, belief systems, family dynamics, and orientations
- ❖ In short, we recognize and invite the participation of all people, not discriminating on any basis in the administration of our programs

**CIVIL RIGHTS as per USDA--United States Department of Agriculture, Food and Nutrition Division Program—All staff will follow no-discrimination rule in taking care of children especially in serving food to children. No discrimination in any form (gender, race, color, national origin, age, disability ) has to be maintained at all times. Treat everybody equal.**

## **Withdrawal & Discharge Policies**

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**Child Withdrawal Policy:**

If the parent / guardian find it necessary to withdraw a child from care, s/he must give a **one month notice written notice** to the director of this center prior to withdrawal. The deposit amounting to half-month of care will be kept if a parent / guardian neglect to provide a one month notice.

**Child Discharge Policy:**

It might be necessary for the director of this center to give notice to a parent / guardian to stop caring for a child. I will give the parent / guardian two weeks' notice prior to ceasing care. In rare case of severe problems, I may be forced to release the child from care without giving a two-week notice. Care may be terminated for following reasons:

- Child is increasingly unhappy and unable to become comfortable with the Childcare Center setting
- Child consistently physically or verbally hurts other children
- Parent / guardian routinely abuses drop-off and / or pickup times
- Parent / guardian doesn't pay childcare tuition fees on time
- Parent / guardian does not work with the childcare provider as a team to provide consistent guidance and discipline
- Parent / guardian displays any disorderly conduct while in the Center
- Child/parent is recording or taking pictures of children (minors) w/o permission. With permission also display of the children's pictures/ recording in any form is prohibited.

Parent / Guardian Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

**Health Policies and Procedures – 1**

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**First-aid procedures**

- Red Cross First-aid and Poison center guidelines will be followed.
- All providers are certified by licensing office of Texas Department of Family and Protective Services (DFPS) in Emergency Care and CPR for infants and children annually.
- A first-aid kit containing items as per requirements of DFPS, such as syrup of ipecac and ice packs will be on the premises.
- Emergency numbers are available at all times.
- Parents will be notified of accidents, and an injury record is kept for each child.

**Medical emergencies**

- Immediate first-aid will be given.
- Ambulance will be called and paramedic recommendations followed.
- Parents will be notified as soon as possible.
- When parents are not available, your emergency reference will be called.
- Parents are responsible for any expenses as a result of emergency room care, ambulance, etc.
- Hospitals used for emergencies are \_\_\_\_\_

**Management of medication**

- All prescribed medication must be labeled with the child's name and must be accompanied by written permission from the parent for dispensing.
- Medications must be contained in the original containers as prescribed.
- Breathing / nebulae treatments will not be given by school @ BBC dba BDMC staff, however parents are welcome to come and provide their children the treatments as per Doctor' prescription.

**Health records**

- Immunization records and the date of your child's last physical examination must be kept up to date. Your child must be current in his / her immunizations.
- Please notify the center of any special health problems or concerns regarding your child or family. All 4-year old children need to have a HEARING and VISION TEST done at their physicians. A copy of the test needs to be submitted to the center, 120 days within of the child turning 4 years of age.

Parent / Guardian Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Continued...

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**Illness**

- If child becomes ill during the day, parents / guardians will be notified and expected to pick your child up as soon as possible.
- Child can be back at Center after being without any fever for 24 hours at least.
- If your child will be missing childcare due to illness, please notify the center by phone the previous evening or the morning of the day of absence.

**Communicable disease prevention and reporting**

- In case child needs prescription for any contagious infection, e.g. Strep Throat, Pink Eye etc. child must start treatment at least 24 hrs before reentered into the center + Doctor's OK letter is required that it's safe for other kids at the center.
- If child has a communicable disease, then child will be kept isolated from other children as much as possible. Communicable diseases will be reported to the Department of Health.
- Each child will be observed daily for illness.
- Individual bedding, towels, washcloths, glasses, etc., will be used to minimize the spread of infection.

**Hand washing, diapering, sanitizing, and laundering policies**

- Childcare providers will wash hands before and after diapering, toileting, eating, handling and preparing food, and handling contaminated materials.
- Diapers will be changed regularly and immediately after a bowel movement. Bottoms will be thoroughly cleaned, and cornstarch or petroleum jelly will be used as needed. Other types of preparations must be provided by parents.
- The diapering area will be sanitized after each use, and contaminated utensils / toys will be sanitized.
- Bedding will be laundered as needed or once a week.
- Bottles and nipples will be washed in the dishwasher and rinsed again with hot water before filling.

Parent / Guardian Signature \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_\_

Employee / Caregiver Signature \_\_\_\_\_ Name \_\_\_\_\_  
Date \_\_\_\_\_

**Other Policies**

- Smoking is never allowed in any area of the center including Parking lot
- You are welcome to visit your child at any time



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- Parents may call to check up on their child at any time. If I am unavailable, your message will be returned within 2 hours. Any concerns need to be submitted in written and the office will get back to you in 48 working hours.
- Blankets and other security items are welcome however, please do not encourage your child to bring toys that they are unwilling to share
- Parents of infant / toddler will be responsible for providing diapers, wipes suitable for their child
- Have an extra pair of clothes at the center, marked with child's name on the inside part of the garment
- Kids should wear clothes that are comfortable, weather appropriate, will not cause anxiety if they get dirty or lost. The center is not responsible for any lost items and no reimbursement will be done.
- Provide instructions with any medications required. No Breathing treatment will be given by center staff; parents are welcomed to come to the center to take care of this.
- Any child accidents in the center during attendance in the center are part of many children being together. First aid will be provided but no payment to the parents will be made.
- Please notify the person you have on the form for emergency pick-up (need to be 18 years or older with a picture I.D.)
- A copy to review of "Minimum Standards" is available upon request in the Director's office. You can access "Minimum Standards for Childcare Centers" & other Childcare related links at the following website:  
[http://www.dfps.state.tx.us/Child\\_Care/About\\_Child\\_Care\\_Licensing/](http://www.dfps.state.tx.us/Child_Care/About_Child_Care_Licensing/)
- Contact Texas Dept. of Family and Protective Services (DFPS) for latest Childcare Licensing representative name and phone number. Our Childcare Licensing representative at the Texas Dept. of Family and Protective Services (DFPS) and her office phone number is (512) 389-5930.
- If required PTA will be set up, ideas are welcomed, main goals of PTA:
  1. Organize one fundraiser to benefit kids at the center / year
  2. Organize a graduation party for future kindergartners
- Lets work as a great TEAM to built a great program for our kids
- Parent/guardian signature \_\_\_\_\_

Name \_\_\_\_\_ Date \_\_\_\_\_

## **FOOD SERVICE and ACADEMIC LEARNING**

# **Blue Diamond Montessori Center**

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1. **Blue Diamond Montessori Center** will try to supplement nutritional needs of children enrolled, but is not responsible for meeting all their nutritional needs.

The center is on USDA Food Program and follows their guidelines. Please complete “Child Nutrition Program Application Form” on next page. Any questions may be directed to the office.

Please see the notice board or the office personnel for weekly menu.

Parents with infant, please talk to lead teacher for specific food and nutritional needs.

Please give written letter about any food preferences (ex. Vegetarian) and allergies (ex. Lactose intolerant).

WATER will be offered to all children during all meal times—breakfast, lunch and snack Plus during/after outdoor play.

**FAX TRANSMITTAL**

TO—

**Blue Diamond Montessori Center**  
2050 Double Creek Dr., Suite 108, Round Rock, TX 78664  
Phone: (512) 388-2050 Fax: (512) 246-1041

FROM---

DATE---

PAGES – 1 +

NOTES--