

Price \$3.00

"If education is always to be conceived along the same antiquated lines of a mere transmission of knowledge, there is little to be hoped from it in the bettering of man's future. For what is the use of transmitting knowledge if the individual's total development lags behind?"

Dr. Maria Montessori

"Never help a child with a task at which he feels he can succeed."

Dr. Maria Montessori

"It is my belief that the thing which we should cultivate in our teachers is more the spirit than the mechanical skill of the scientist; that is, the direction of the preparation should be toward the spirit rather than toward the mechanism."

Dr. Maria Montessori



2010-2011

School Handbook

"Observation, Discovery, Learning"

www.nobleworldmontessori.com

2502 East Piedmont Road, Marietta, Ga 30062
Phone: (770) 509-1775 Fax: (770)-509-9388

e-mail: nobleworld.info@gmail.com

2010-2011 SCHOOL YEAR CALENDAR

August

9-11	Mon-Wed		SCHOOL CLOSED (<i>Teachers' Workday</i>)
11	Wed	7 - 9pm	Orientation Night (<i>Parents Only</i>)
12-13	Thurs-Fri	9 - 12	Orientation Week (<i>New Students only</i>)
16	Mon		First Day of School (<i>All Students</i>)

September

6	Mon		SCHOOL CLOSED (<i>Labor Day Holiday</i>)
11	Sat.	12 - 3	Pot Luck Lunch (East Cobb Park)
21	Tue	7 - 9pm	Parent and Teacher Meeting (<i>Parents Only</i>)
24	Fri		SCHOOL CLOSED (<i>Teacher's Workday</i>)
27-30	Mon-Thurs	1 - 4pm	Conference Week (<i>Appointment only</i>)

October

1	Fri	1 - 4pm	Conference Week (<i>Appointment only</i>)
19	Tue	7 - 9pm	Parent and Teacher Meeting (<i>Parents Only</i>)
29	Fri		Fall Festival

November

9	Tue	7 - 9pm	Parent and Teacher Meeting (<i>Parents Only</i>)
19	Fri		Thanksgiving Party (<i>Dismissal at noon</i>)
22-26	Mon-Fri		SCHOOL CLOSED (<i>Thanksgiving Holidays</i>)
29	Mon		SCHOOL RESUMES

December

7	Tue		Elementary Open House
17	Fri		Winter Celebration Party (<i>Dismissal at noon</i>)
12/20/09 -12/31/10	(inclusive)		SCHOOL CLOSED (<i>Winter Holidays</i>)

January 2011

3	Mon		SCHOOL CLOSED (<i>Teacher Workday</i>)
4	Tue		SCHOOL RESUMES
17	Mon		SCHOOL CLOSED (<i>MLK JR. Holiday</i>)
25	Tue	9 - 11 am	Parent's Day (<i>by appointment only</i>)

February

14	Mon		Valentine Party
15	Tue	7 - 9pm	Parent and Teacher Meeting (<i>Parents Only</i>)
25	Fri		SCHOOL CLOSED (<i>Teacher's Workday</i>)
28	Mon	1 - 4pm	Conference Week (<i>Appointment only</i>)

March

1-4	Tue-Fri	1 - 4pm	Conference Week (<i>Appointment Only</i>)
17	Thurs		St. Patrick's Day Party
18	Fri	6 - 9pm	International Night Pot Luck Dinner (Dismiss @ 3:00pm)

April

4-8	Mon-Fri		SCHOOL CLOSED (<i>Spring Holidays</i>)
11	Mon		SCHOOL RESUMES
22	Fri		Spring Festival

May

7	Sat	11 - 3	Noble's Day, Graduation (<i>Pot Luck Lunch</i>)
26	Thurs		LAST DAY OF SCHOOL (<i>Dismiss at 3:00pm</i>)
27	Fri		SCHOOL CLOSED (<i>Prep for Summer Camp</i>)
31	Tue		10-Weeks of SUMMER CAMP begins

Dear Parents:

Welcome to the **Noble World Montessori School**. We are happy that you have chosen us to be your partner in your child's education and growth. It is a tremendous responsibility for all of us requiring total cooperation and clear communication between parents and staff. This handbook has been prepared to give you general information that will inform you about the policies and routine procedures followed by staff, parents, and children. It also outlines the philosophy and goals of our program. Please read them and become familiar with each item before school begins.

We look forward to the opportunity to get to know you and your child better during the time you are part of our school. May this experience be a time of joy and growth for all of us as we work together as teachers and caretakers of the children here at Noble World Montessori School.

Thank you,

Mehdi Sayfi, Headmaster
Noble World Montessori School

MS/sg

Table of Contents

PHILOSOPHY AND OBJECTIVES	4
ADMISSION	4
ENROLLMENT	5
<u>Registration</u>	
<u>Enrollment Packet</u>	
PROGRAMS OFFERED	5
<u>Half Day Primary</u>	
<u>Full Day Primary</u>	
<u>Extended Day Program</u>	
<u>Summer Day Camp Program</u>	
ATTENDANCE	6
<u>Arrival and Dismissal</u>	
<u>Holidays</u>	
<u>Inclement Weather</u>	
<u>Illness</u>	
<u>Communicable Disease</u>	
PAYMENT POLICY	7
<u>Application Fee</u>	
<u>Tuition</u>	
<u>Extended Day</u>	
<u>Billing</u>	
<u>Withdrawal and Tuition Refund Policy</u>	
<u>Other Expenses</u>	
PARENT/SCHOOL COMMUNICATION	9
<u>Staff</u>	
<u>Pre-Prepared Forms</u>	
<u>Parent Notices</u>	
<u>Conferences</u>	
<u>Observation</u>	
<u>Separation Anxiety</u>	
<u>Newsletter</u>	
<u>Parent Evaluations</u>	
<u>The Noble Parent Teacher Association</u>	
EMERGENCY PREPAREDNESS	10
<u>Drills</u>	
SPECIAL AUTHORIZATIONS	

Naps

All nap children should bring a crib sheet and a small size blanket clearly labeled with his/her name. Nap items will be sent home every Friday for laundering and need to be returned on Monday.

Towels/Swim Wear

During the summer months we offer "water play." Children will need to bring from home a towel, bathing suit, beach shoes and sun screen in a beach bag. *Items should be clearly marked with the child's name.*

Tote Bags

Children may find that a tote bag or backpack is helpful for carrying papers and personal belongings to and from school. If a child chooses to bring one, *clearly label it with his/her name.*

GENERAL INFORMATION

Labeling

Please clearly label ALL items belonging to the child with his/her name, including thermos bottles, lids and stoppers, extra clothing, and nap items.

Sharing

The school is trying to establish sharing as an experience and children do enjoy sharing their belongings with their friends in the Morning Circle. Parents should encourage children to bring books, art projects, nature studies, collection items, etc. Each classroom teacher sets an assigned sharing day for her class.

Toys and Custom Jewelry

Children should NOT bring toys, candy, gum and any custom jewelry as these things are not used at school.

Resource Books

The school has a library of resource books which parents may check out for week-long periods. Parent are encouraged to read at least one book each year to enhance their understanding of the Montessori method.

Lost Montessori Apparatus

From time to time, children become very attached to small pieces of Montessori equipment and take them home. Parents are asked to check children's pockets and the washing machine and send whatever is found back to school.

Policy Changes

Policies in this handbook are subject to change without notice.

for extended day students. Snacks may consist of fresh fruit and vegetables in season, cheese, crackers, nuts and dried fruits, milk and fruit juices.

Birthdays

The NPPTA (Noble Parent Teacher Association) sponsors a program that allows parents to honor their child's birthday by placing a book in the library. The book will have a book plate inscribed with the child's name.

We agree that your child's birthday is a very special time. We would like to invite you to celebrate at school in a simple fashion. Birthday napkins and a treat (muffins, popcorn, etc.) may be brought for each child in the class. Talk with the teacher to find the best time for celebrating. No party favors should be sent. **Private party invitations must be mailed or extended by phone,** even if they are extended to all children. Please consider inviting all the children in the class or a very small group. Those children not included do not understand and they feel hurt, especially when just a few are excluded. Birthday presents should neither be brought nor exchanged at school.

CLOTHING

Clothes for school should be selected for ease in handling as well as practicality. Children this age need the opportunity to mess and their clothing must be washable. This age of independence also demands that clothes be simple to remove and put on. Many toilet accidents occur as a result of tight snaps, zippers and buttons, or clothing a child is unable to handle easily.

Dress Code

School requires that children wear a solid color polo shirt in red, yellow, blue or white. Bottoms will be Khaki and or Navy with boys wearing pants or shorts and girls wearing pants, shorts, or skirts. You may purchase these items at the retailers of your choice.

Outer Wear

Sweaters and jackets, clearly marked with the child's name, should be provided when the weather so dictates.

Footwear

Socks with shoes or tennis shoes, are acceptable footwear. THONGS, SANDALS AND COWBOY BOOTS ARE NOT CONSIDERED APPROPRIATE SCHOOL ATTIRE.

Extra Clothing

Each student should have an extra set of clothing available in case of a toileting accident or other circumstance which may necessitate a change. Clearly label all extra clothes and place everything in a large ziplock bag.

<u>Release Authorization</u>	11
<u>Emergency Care</u>	
<u>Medication</u>	
<u>Off Campus Authorization</u>	
<u>School T-Shirts</u>	
<u>Attending Parents</u>	
<u>Drivers</u>	
<u>Car seats</u>	
<u>Siblings</u>	

SCHOOL BEHAVIOR	12
<u>Ground Rules</u>	
<u>Discipline</u>	

NUTRITIONAL INFORMATION	13
<u>Lunches</u>	
<u>Special Notes</u>	
<u>Snacks</u>	
<u>Birthday Treats</u>	

CLOTHING	14
<u>Outer Wear</u>	
<u>Footwear</u>	
<u>Extra Clothing</u>	
<u>Nap</u>	
<u>Towels/Swim Wear</u>	
<u>Tote Bags</u>	

GENERAL INFORMATION	15
<u>Labeling</u>	
<u>Sharing</u>	
<u>Toys</u>	
<u>Resource Books</u>	
<u>Lost Montessori Apparatus</u>	
<u>Policy Changes</u>	

SCHOOL CALENDAR	16
------------------------------	----

PHILOSOPHY AND OBJECTIVES

Noble World Montessori School acknowledges that each child is endowed with a unique set of abilities and potential. The objectives of a Montessori education is to develop those abilities into an independent, competent, responsible and caring adult. The Montessori view of learning affirms creativity, collaboration and negotiation. It is a process of self-construction.

The objectives of our program are as following;

1. To provide an environment in which each child can experience success.
2. To help each child to reach his/her potential, according to his/her abilities and talent, in scholastic achievement, and to stimulate and facilitate further education progress and physical development.
3. To guide the child to develop moral and emotional behavior, attitudes, and habits, which help him to develop into a fruitful contributing member of his/her family and of society

All equipment at the school is designed with a specific purpose along the guidelines of the Montessori curriculum. The students activities are referred to as "jobs" to equate them with the importance of learning.

ADMISSION

We welcome any student to our program who exhibits readiness for the Montessori program and whose parents are willing and able to follow school policies and provide a continuing experience for their child. A student will be admitted after a personal interview with student and his/her parents. This informal interview not only allows the school administrator and director to ascertain the child's readiness, but also gives the child the opportunity to get acquainted with the new surroundings and receive a personal orientation from the director. This interview and orientation process ensures a successful entry into the classroom. It is mandatory that the child be completely toilet trained in order to be admitted to the primary program. All children are admitted on a 6-week trial basis at the discretion of the school administrator. Parents will be invited to confer about the child's progress at the end of that time. This initial conference may be in addition to the regularly scheduled conferences, depending on the child's entry date. **Noble World Montessori School** admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally accorded and made available to students at the school. Noble World Montessori School does not discriminate on the basis of race, religion affiliation, disability, ethnic and national origin in the admissions and or educational policies.

The school's approach to discipline is that of positive redirection with mutual respect. Corporal punishment or other intimidating means of discipline are extremely prohibited by staff members at NOBLE WORLD MONTESSORI SCHOOL. If a persistent problem does occur and it becomes necessary to involve the parent, it is done with a spirit of cooperation.

Should professional help be required, it is done with all parties equally participating in the contribution of efforts to help the child. If such a program is entered into, the child's enrollment may become probationary, contingent upon the meeting of pre-determined goals within a specified time period. If the goals are not met within the allotted time, then another school placement will be recommended for the child.

This approach of school-parent-professional communication applies to emotional and academic concerns as well as to discipline situations.

NUTRITIONAL INFORMATION

Lunches

Parents should provide a nutritious lunch for their child each day in a conventional size lunch box, unless there is a field trip, in which case lunches should be brought in well-labeled, disposable lunch bags with boxed fruit drinks.

The school asks for parental cooperation in providing nutritious foods for lunch. Sending nutritious lunches to school with a child completes an important part of parental responsibility. Any uneaten food will be sent home, helping parents determine the amount appropriate for the child. The school suggests that children participate in the preparation of their lunches as an extension of their nutrition lessons at school.

It is also the parent's responsibility to make certain that these lunches meet the USDA guidelines for nutritional needs of the school-aged child. The USDA guidelines are available upon request.

Special Notes

Please do not send foods which require preparation at school. Staff members are happy to warm up pre-prepared food in the microwave.

Students lunches need to be stored in their cubbies. The refrigerator is solely for the purpose of storing the school supply of juice and snacks.

Parents may send a prepared breakfast for their child before 8 a.m. only. Parents may not stay and eat with their child at this time. If a parent wishes to eat lunch with their child at any time, we ask for the courtesy of your call, and to please refrain from bringing fast food into the classroom.

Snacks

The school provides a morning snack for all students and an afternoon snack

AN ACTIVITY WITHOUT A SIGNED AUTHORIZATION SLIP.

School T-Shirts

School T-shirts are REQUIRED WEAR for all students attending any school-sponsored off-campus activity, and may also be worn on Friday's in support of our school's Spirit Day.

Attending Parents

Parents are always welcome to attend as teacher helpers. If a parent is assigned a group of students, it is requested that the helper:

- ♥ Remain responsible for the assigned group of children during the course of the field trip;
- ♥ Not treat one child to special items (ice cream, drinks, etc.) unless the same will be provided for all others in the group;
- ♥ Stay with the school, unless the field trip is structured to break up and meet later at a central place. Please be prompt in returning to the agreed upon location.

Drivers

Parents offering to drive for field trips must be LICENSED, INSURED DRIVERS and have WORKING SEAT BELTS in the vehicle.

Car seats

Parents are to provide car seats for their children if their weight or age legally requires them to be transported in car seats.

Siblings

When space and circumstances permit, non-enrolled siblings of students will be welcome to attend. The school requests that NO CHILD UNDER THE AGE OF 2 YEARS be brought on any field trip.

SCHOOL BEHAVIOR

Respect for people and property is essential towards the behavior expectations at NOBLE WORLD MONTESSORI SCHOOL. Each student must maintain an acceptable standard of courtesy and behavior. Classroom teachers will explain and review the rules as necessary. Children are expected to abide by these rules and to maintain an orderly and neat environment.

Ground Rules

- ♥ No child may hurt another child in any way.
- ♥ No child may disturb the work of another child.

Discipline

ENROLLMENT

Registration

The submission of an annual, non-refundable registration fee per child, with the registration form, is part of the enrollment process.

Enrollment Packet

To comply with state requirements, all health records and other enrollment forms must be completed at the time of the child's entry. These records and forms are kept in the school office and must be updated yearly.

- ♥ **APPLICATION FORM**
- ♥ **MOTORIZED PARENTAL AGREEMENT**
- ♥ **COPY OF BIRTH CERTIFICATE**
- ♥ **CURRENT IMMUNIZATION FORM**
- ♥ **SCHOOL HANDBOOK** - A school handbook is issued at the time of admission
- ♥ **HEALTH HISTORY FORM** - It is imperative for the welfare of the child that **ALL FORMS** in the Enrollment Packet be fully completed and returned to the office upon admission.

PROGRAMS OFFERED

Infant & Toddler Program (Ages 6weeks -3 years)

Our toddler program for ages 18 months - 3 years, focuses much attention on developing large and small motor skills, and activities for daily living. Language activities are also an important part of child's day.

Primary Program (Ages 2 1/2 - 6+ years)

We offer half and full-day primary program. These programs provide the child with individual small group and full group activities and lessons. During this time children use the Montessori materials and engage in activities specifically designed for their learning in the areas of **Practical Life, Sensorial Materials, Natural Science, Social Sciences (Geography and History), Language Skills, Mathematics, Art, Music, Social, Emotional and Physical Development.**

Elementary Program (Ages 6-9 years)

In an exciting research style of learning, elementary students work in small groups on variety of projects which spark the imagination and engage the intellect. Lessons given by trained Montessori teachers direct the students toward activities which help them to develop reasoning abilities and life skills. The appetite of students, at this age, is to understand the universe and their place in it, and Montessori directs the elementary work toward all aspects of culture, language, mathematics, in all its branches, science, music, and art. Exploration of each area is encouraged through field trips outside the classroom to community resources, such as library, botanical garden, factory, or hospital. This inclusive approach to education fosters a feeling of connecting to all humanity, and encourages their desire to make contributions to the world.

Extended Day Program

Children enjoy the Montessori approach throughout their day. This full service program consists of before and after class activities as well as soothing rest periods. Some of the offerings include: manipulative, blocks, art, crafts, music and movement, science, geography and gardening. We offer three programs, **Early Bird, Lunch Bunch, and Late Stay** for active parents.

The Extended Day Programs are available during the hours before 9:00 a.m. and after 3:00 p.m. The extended day programs schedule are as follows:

Early Bird 7:00 - 9:00 a.m.

Lunch Bunch 12:00 - 1:00 p.m.

Late Stay 3:00 - 6:00 p.m.

Occasional Care is for the child left before and/or after academic hours only on occasion with advance notice. It is charged on a daily basis.

Extended Day Program is for the child who is left before and/or after academic hours regularly. The fee is a flat monthly rate.

Summer Day Camp Program

We offer a **Summer Day Camp** during the summer months which includes: Montessori classes, swimming, outdoor activities, arts, crafts and field trips.

ATTENDANCE

Punctuality is essential in all classes. Thus it is very important that each student attends the class regularly. He/She is an important integral part of class. Parents are urged to bring children to school on time and are responsible for notifying the school of a child's absence. **If habitual tardiness becomes a problem, we may use our discretion to ask for the removal of your child from our school due to non-compliance with our school policies.**

We will not accept any child after 10 a.m. unless we have a valid reason and have been informed of such by the parent.

Arrival and Dismissal

Prompt arrival on or before 8:55 a.m. will ensure maximum benefit from the classroom time. When arriving between 8:40 and 8:55 a.m., parents are asked to remain in their cars and our staff member will assist the child from the car and direct him or her to the classroom. We find that this method of separation decreases anxiety for both parent and child. If children must arrive prior to 8:40 a.m. parents are requested to bring children into the school and leave them in the care of a staff member. For departure 3:00 p.m. parents, again, are asked to remain in their cars and a staff member will walk the child to the car and place him or her in your care. For departure at all other times, parents are asked to park their car, come inside and pick up their children. **We ask that you do not walk your child into school during carpool and do not walk into**

for long-term emergency occupation by either students or staff. Parents are asked to **KEEP ALL EMERGENCY INFORMATION CURRENT.** They should be aware of support, and reinforce the emergency procedure information children receive at school and incorporate it into family emergency plans.

Fire Drills

The school holds periodic fire and tornado drills during both the school year and summer months.

SPECIAL AUTHORIZATIONS

Release Authorization

At the time of enrollment, parents are asked to list those persons authorized to pick up the child. Children will not be released to any person other than a parent, legal guardian, or someone duly authorized **IN WRITING** by one of the above. If it becomes necessary to have someone not listed to pick up a child, a **WRITTEN RELEASE** must be provided by the parent. Forms are available in the office. Pictured ID will be required for identification. The office must be notified of any permanent changes in the status of those persons authorized to pick up a child.

Emergency Care

Each student must have on file a **CONSENT FOR MEDICAL TREATMENT RELEASE FORM.** In case of accident, illness, or injury, the parent will be notified for instructions on the course of action to be followed. **IT IS EXTREMELY IMPORTANT THAT EMERGENCY NUMBERS BE KEPT UPDATED.** Incorrect home/work phone numbers can cause harmful delays in emergency situations.

Parents will be informed of minor scrapes and bruises at the end of the each day.

Medication

If it is necessary for a child to take any kind of medication (prescription or non-prescription) at school, the medication must be sent with written permission from the parent and/or physician including clearly outlined directions regarding dosage amount and schedule in original bottle. Forms are available in the office. Parents are responsible for picking up any medication at the end of the day.

Off-campus Authorization

Before a student can be taken by the school from the school grounds for any activity, the parent must be notified and an authorization form be obtained. Appropriate information and forms will always be distributed to parents prior to any planned field trip. **NO CHILD WILL BE ALLOWED TO ATTEND**

- ♥ Please do not expect to speak to the teachers at this time. Call after school when they can answer your question.
- ♥ Time for observation is between 9:30 - 10:30 a.m.. We suggest an observation time of 20 minutes.
- ♥ Guidelines for observation will be available upon your visit.

Separation Anxiety

Sometimes parents and/or children suffer an attack of separation anxiety at the time children enter school. In this case a calm, pleasant and prompt exit on the part of the parent, leaving the child in the care of a reassuring staff member, will be the most helpful. **Lengthy good-byes usually only exacerbate the situation.** Other times, this anxiety may manifest itself at home, and the directress does not see direct signs of it at school. If problems of this type occur, the school administrator will be glad to discuss them with you. We welcome your cooperation in assuring a happy and successful school experience for your child.

Newsletter

NOBLEST the school's newsletter, is published monthly to help keep parents informed of all school and individual classroom happenings. It is distributed with the monthly billing statement on the child's sign in/out register. Copies are available in the office.

Parent Evaluations

NOBLE WORLD MONTESSORI SCHOOL not only welcomes, but encourages parents comments, suggestions, concerns, observations and questions. Feel free to inform the school **IN WRITING** and leave these comments with the Office Manager, the School Director, or make an appointment with the child's teacher or the Director.

The Noble Parent Teacher Association (NPTA)

The Noble Parent Teacher Association is an organization to promote cooperation and understanding among parents, faculty, students, and all other interested parties. This group aids in the growth and development of the School. It enables parents to serve the School and Community. Membership is open to all interested parties.

EMERGENCY PREPAREDNESS

Disasters occur at times and places that cannot be predicted. It is of the utmost importance to be as prepared as possible for the unexpected. **NOBLE WORLD MONTESSORI SCHOOL** staff members recognize that the school's primary role in an emergency is to care for the safety and welfare of its students. However, parents should be aware that the school is **NOT** equipped

classroom when you are late, for any reason. We ask for your cooperation in not disturbing our classrooms.

Our school is a full service Montessori school, open Monday through Friday, 7:30 a.m. to 6:00 p.m. Please maintain prompt arrivals and departures.

A \$15.00 late fee will be charged for every 5 minutes or portion thereof after closing time that the child is in our care.

Holidays

Noble World Montessori School follows Cobb County Public School System closing for holidays and teachers' workdays. There will be no adjustment in tuition for holidays or for the days that the child does not attend the School for any reasons.

Inclement Weather

If a school day is to be shortened or cancelled, the announcement will be made by the major television stations and by the following radio stations: WKLS(96 Rock), WFOX, WKHX(Kicks), WSTR(Star 94), WGST(640), WSB(750), and Air America(AM1196). Noble World also follows Cobb County Public School System closing for inclement weather.

Illness

To protect all children attending school, it is our policy to send home children with visible symptoms of what appears to be a contagious disease or serious illness.

In case of chronic ailment, it will be necessary to submit a doctor's statement (to be placed in the school's file), indicating the ailment to be of non-contagious nature. **GEORGIA LAW REQUIRES THAT EACH CHILD BE PROPERLY IMMUNIZED IN ORDER TO ENROLL IN SCHOOL.**

A child exhibiting signs of illness will be isolated. The parents or other person authorized to do so will be called to pick up the sick child immediately. No child can be released to a person other than a parent without written permission. Parents are asked to keep these authorization forms updated.

Communicable Disease

Please notify the school office of contraction of any communicable disease as soon as possible, so that notices of possible exposure can be posted and sent to all parents. We also request that you keep your child out of school if he or she has a cold that is making him or her uncomfortable or tired, or if it might be contagious through coughing or sneezing.

PAYMENT POLICY

Application Fee

We require a one time family application fee. This fee is non-refundable and payable when you consider enrolling your child.

Registration Fee

An annual registration fee per child is required. This fee is non-refundable and payable when the first child is enrolled. The non-refundable registration fee is paid prior to or upon initial enrollment and thereafter at registration.

Tuition

Tuition is paid on a monthly basis and is due on the 1st of each month. A late charge of **\$30.00** will become effective after the 5th of each month and **\$15.00 FOR EVERY WEEK THEREAFTER FOR EACH INSTALLMENT**. In addition to late fee a **\$45.00** fee is necessary in the event a check is returned. Student whose parents accounts are not up-to-date cannot be admitted. Payment of the registration fee will reserve a child's place, when available. Fees and/or policies may be revised upon written notification to the parents.

Extended Day

Children may be enrolled in either extended day (**monthly rate**) or (**daily rate**). Extended Day payments are billed monthly in advance with the tuition payments. Daily rate is billed the following month based on daily sign in/out register.

Billing

Itemized bills are issued five days prior to the first of each month and are placed in the child's folder. For questions regarding the amount billed or a change in the program, please see the office manager. If temporary financial difficulties are a problem, payment arrangements can be made with the office manager.

Withdrawal and Tuition Refund Policy

The full tuition shall be deemed fully earned as of the first day of School. No deductions, rebates, or waivers will be made for dismissal, absence, illness, or withdrawal - except during the first six weeks trial period *for new students only*. In the event that the child's primary residence move to a distance of not less than thirty five (35) miles from the school, by the nearest route, a prorated refund is applicable(excluding advanced tuition and registration fee) provided that the tuition is prepaid for the academic year and thirty (30) days notice is given.

There are no exceptions which would require a waiver except under these special, limited conditions.

Other Expenses

- ♥ **FIELD TRIP** - Occasionally our trips will require bus transportation and/or admission fees. There will be an outline in the permission slips and are due and payable by the field trip deadline. **On field trips requiring paid transportation and/or admission fees, no refunds will be made if a child does not attend.**
- ♥ **SPECIAL PROJECTS** - It may occur that a student will need to pay for materials used in a special project or for a special luncheon. If the need

arises the expense will be minimal and parents will be notified in advance.

- ♥ **SCHOOL POLICY HANDBOOK REPLACEMENT** - A fee will be charged for additional copies of the *School Policy Handbook*.

PARENT/SCHOOL COMMUNICATION

Staff - The school administrator has the overall responsibility for the operation of the school. Parents of children in any class may confer with the administrator at any time by calling for an appointment. **The classroom director cannot discuss children's progress at the door because of time and consideration of children's privacy.** However, they are available for conferences. Other school employees are not asked to assume the responsibility for discussing children with parents. Communication from a parent to the school should be made in writing. This saves valuable time for all parties and helps avoid miscommunications.

Pre-Prepared Forms

The following forms are available in the office. Forms should be returned to the person listed. No other notice is required.

- ♥ Child Pick-Up Authorization - Administrator/Administrator's Assistant
- ♥ Medication Release - Administrator/Administrator's Assistant

Parent Notices

Letters, notices, billings, and other information sent out to parents are placed in each child's mail box. All-school notices and individual classroom activities, parents and teachers meeting, conferences, field trips, and happenings will be published in our newsletter. Additional copies of all school notices are also available in the office.

Conferences

Two regularly scheduled parent conferences will be held each academic year in Fall and in Spring. In addition, parents are invited to seek consultation with the staff at any time by scheduling a conference with the school office.

Observation

Parents are invited to observe the children at school once your child has had time to establish his/her independence in his/her new classroom environment. This can be a wonderful and rewarding experience for you. Several observations during school year can be helpful for comparison of your child's progress.

- ♥ There is no observation for the first 6 weeks of school, as the new students need this time to adapt.
- ♥ No observations will be scheduled on party days or before vacation weeks.