



Required forms

Your child is required to have on file:

- i) A current application form with emergency and physician's contact telephone numbers.
- ii) A completed medical form, signed by your child's pediatrician within the past 12 months.

Special Instructions

Special instruction forms are located at the sign-in computer. Please fill out a form and hand it over to the teacher in charge.

Computer Codes

Each child is assigned a computer code at the beginning of each year. If you do not know your code, please check in the school office.

Morning Arrival

All children should be in school by 9:00 am. Children arriving after 9:00am should be handed over to the office staff in the lobby to be taken to their respective classrooms.

Afternoon and Evening Pick-ups

Children should be picked up from the classrooms without disrupting other children. Materials on the shelves should not be used at this time. Children should not be left unattended in the school building, playground or parking lot. Children may not play on school grounds without direct Montessori staff supervision.

Parent Pockets

Located on the table under the sign-in computer are two files containing pockets for each child in alphabetical order. This is where permission slips, bills and any messages either from the office or the teachers will be placed. Please check it regularly.

Lunch

Lunch is sent from home. There are microwave ovens in the school for heating food and lunch boxes are kept in the refrigerator. Parents are asked not to send soda, candy or gum to school.

Clothing

All clothing brought to school should be marked clearly with your child's name. This applies especially to outer clothing and Montessori clothing. Your child should always have a change of clothing in the classroom.

Lost and Found

Please mark all your child's clothing clearly. If your child loses any article of clothing, please check the Lost and Found. All unmarked and unclaimed articles are periodically donated to charity.

Nap Time

Nap time or quiet time is scheduled for children up to the age of five, for one hour in the afternoon. Cots are provided for toddlers and up. Please send a small blanket or sheet clearly marked with your child's name. Pillows may not be used at school. Sheets and blankets are sent home every Friday for washing.

Sickness

If your child has a fever while at school you will be notified by telephone. If we are unable to reach either parent we will contact your emergency number. Your child will be isolated from the other children until the child is picked up. In order to avoid infecting other children, please keep your child home until the child has been free of fever for 24 hours and/or on antibiotics for 24 hours. As of January 31st 2005, no prescription or over the count-

er medication will be administered to your child in school by school staff. Exceptions will be granted on a case by case basis for 'life threatening' medical conditions only. In such cases, all regulations for medication administration, stipulated by New York State Dept of Health, must be met.

Holidays

The school is closed to all children on Labor Day, Columbus Day, Veteran's Day, Thanksgiving (2days), Holiday Concert 1:00pm, Christmas week, New Years Day, Martin L. King Day, President's Day, Good Friday, Memorial Day, Graduation Day 1:00pm, Independence Day, and 1 week before the start of the new school year. Please check the calendar relevant to your child for any additional days off.

Toys

Students may NOT bring toys to the classroom. Books or other educational material that might be of interest to all children are welcome. Be sure that your child's name is clearly marked on all items.

Conferences and Class Observations

Parent conferences are scheduled with the parents of all children. It is important that you plan your agenda in advance, so that you are able to meet your child's teacher. We request that you do not bring your children to the conference. It is very important for you and the teacher to be able to talk freely and uninterruptedly without students at the school. If you would like to speak with your child's teacher, in between conferences call the school office and request that she contact you at her earliest convenience.

Dismissal

It is understood and agreed that Montessori Children's Room has the right to dismiss a child if it is determined that it is in the best interest of the child, the other children in the school and/or the proper functioning of the school to do so. Except in an emergency situation, every effort will be made to resolve problems that may arise between the child and/or the family and the school. However, Montessori Children's Room retains the sole right to dismiss a child if a resolution is not forthcoming.

Tuition Fees

Tuition fees are payable on or before the 1st of each month. If unable, prior arrangements should be made with the office. No tuition fees will be refunded due to absence, withdrawal or dismissal. If you decide to change from a year round program to a shorter program, tuition fees will be adjusted to long year rates retroactively to the start of school year. Long year rates will apply for children who enroll into the year round program after the start of the school year.

Extended hours

If you require extended hours other than the hours selected by you there will be an additional cost of \$20.00 per hour.

After hours charge

The school operates from 7:30am-5:30pm Monday-Friday, year round. **Children must be picked up no later than 5:30 PM.** You will be charged \$20.00 for every 5 minutes for pick up after 5:30pm.

(PIP) Parents in Progress

PIP is a parent run organization created to offer parents information about children, parenting and the school. It allows parents to meet each other and work together on school related projects.